**Training Agreement**

**Between** **Université du Québec à Montréal**, a legally constituted corporation headquartered at 1430 Saint-Denis Street (P.O. Box 8888, Downtown Station), Montreal, Quebec, hereby represented by [Director of the Student’s academic program] Faculty of Political Science and Law, duly authorized as he/she declares

(Hereinafter “the FACULTY”)

**And** [**oganization name]**, [terms of constitution] headquartered at [address], represented by [name, title], duly authorized as he/she declares

(Hereinafter “the PARTNER ORGANIZATION”)

**And [Student Name[**, domiciled at [address]

(Hereinafter “the STUDENT”)

WHEREAS the PARTNER ORGANIZATION accepts the STUDENT as an intern within the framework of this agreement;

WHEREAS there exists a need to establish links between the FACULTY, the PARTNER ORGANIZATION and the STUDENT in order to ensure the efficient conduct of the internship;

The parties agree to the following:

**I - Internship**

1.1 The training period and this agreement will have a duration of [duration] weeks/months, beginning on [date] and ending on [date]

1.2 Generally speaking, the STUDENT’s training [indicate the type of training and/or the tasks to be performed by the student. If necessary, use Article 1.2 to refer to an appendix that provides a detailed description.]

1.3 During the STUDENT’s internship with the PARTNER ORGANIZATION, he/she will be supervised by [name of the supervisor], from the PARTNER ORGANIZATION, and by an academic supervisor designated by the FACULTY.

1.4 During his/her internship, the STUDENT shall not receive any remuneration from the PARTNER ORGANIZATION. However, the PARTNER ORGANIZATION may decide to reimburse expenditures that the STUDENT incurs for the specific purposes of the internship.

1.5 The STUDENT shall not be considered, in any way, an employee of the PARTNER ORGANIZATION, either for the purposes of the internship or as part of it.

1.6 During his/her internship and with respect to its related activities, the STUDENT will continue to be covered under civil liability insurance provided by UQAM and under individual coverage provided by the CSST.

1.7 [Other obligations (if applicable)].

**II – FACULTY’s Obligations**

Under this agreement, the FACULTY assumes the following obligations:

2.1 To liaise with the PARTNER ORGANIZATION in order to ensure the efficient conduct of the internship and, as required, take measures that are within its competence to improve or to correct any situations that may arise.

2.2 To conduct a follow-up with the STUDENT and the PARTNER ORGANIZATION once the internship is complete;

2.3 [Other obligations (if applicable)].

**III – PARTNER ORGANIZATION’s Obligations**

Under this agreement, the PARTNER ORGANIZATION assumes the following obligations:

3.1 To welcome the STUDENT, to integrate him/her into the workplace and to assign him/her professional tasks related to the specified objectives of the internship.

3.2 To collaborate with designated representatives of the FACULTY, which implies accepting to be contacted by the academic supervisor during the internship.

3.3 To evaluate the intern by filling out the *Intern Evaluation Form* provided by the FACULTY.

3.4 [Other obligations (if applicable)]*.*

**IV – STUDENT’s Obligations**

4.1 During his/her internship with the PARTNER ORGANIZATION, the STUDENT will remain a student of the FACULTY but shall follow the rules and internal regulations of the PARTNER ORGANIZATION, particularly those related to discipline, working hours, work safety and confidentiality. He/she shall also comply with the work methods, social norms and standards of dress of the PARTNER ORGANIZATION and be very respectful of others in the interests of integrating into the workplace as successfully as possible.

4.2 The STUDENT shall not divulge any confidential information obtained during the internship that the PARTNER ORGANIZATION has indicated is confidential without having first obtained a formal written authorization from the PARTNER ORGANIZATION.

4.3 The STUDENT shall respect the confidential nature of the information obtained from clients of the PARTNER ORGANIZATION and shall not divulge any part of it without first having obtained a formal written authorization from the persons or organizations involved.

4.4 [Other obligations (if applicable)]*.*

**V – Intellectual Property**

The STUDENT shall transfer to the PARTNER ORGANIZATION any intellectual property rights with respect to work done during the internship. [If applicable: Nonetheless, the PARTNER ORGANIZATION agrees that any results that are directly related to the STUDENT’s work on his/her thesis shall remain their author’s property and will be part of the public domain as per UQAM regulations. However, the STUDENT agrees to exclude from his/her thesis any information that meets the descriptions provided in Articles 4.2 and 4.3].

**VI – Designated Representatives**

6.1 In order to implement this agreement, including monitoring the internship, STUDENT supervision and liaison with the PARTNER ORGANIZATION, the FACULTY designates three representatives:

1) Emilie Giroux-Gareau, Research and planning officer for the FACULTY, who will be responsible for liaison and monitoring related to the internship;

2) The Director of the STUDENT’s academic program, who is responsible for granting credits for the internship;

3) The Academic Supervisor, who is responsible for supervising the internship and evaluating the internship report.

6.2 The PARTNER ORGANIZATION designates [name] for the supervision and the evaluation of the internship.

**VII – Termination**

The PARTNER ORGANIZATION may terminate this agreement and the internship if the STUDENT violates the PARTNER ORGANIZATION’s rules and regulations. To terminate the agreement, the PARTNER ORGANIZATION must immediately inform the Director of STUDENT’s academic program by sending an internship termination notice specifying, among other things, the reasons for the termination.

The FACULTY may end this agreement if the STUDENT, due to poor academic results during the term preceding the internship, has not met his/her program’s minimum criteria for credit-granting purposes (the required minimum average is not maintained or the required number of credits are not obtained due to inadequate grades).

Signed in Montreal on \_\_\_\_\_\_\_\_\_\_\_\_\_ Signed in \_\_\_\_\_\_\_\_\_\_\_\_\_ on\_\_\_\_\_\_\_\_\_\_\_\_

**Université du Québec à Montréal** [**Name of Organization]**

Faculty of Political Science and Law

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[Name] [Name and

Program Director, Title]

*[Program]*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student name

Should you have any question, comment or problem about or during the internship please contact Emilie Giroux-Gareau at (514) 987-3000 #4202 or by e-mail [giroux-gareau.emilie@uqam.ca](mailto:giroux-gareau.emilie@uqam.ca)