

## **Sprott Bachelor of International Business Internship Program Participation Agreement**

### **SCOPE**

This agreement applies to all students actively participating in the internship option of the Bachelor of International Business Program (BIB).

Direct your questions about any of the terms of participation to your Sprott Program Advisor for clarification before agreeing to the terms of this Participation Agreement.

### **CONDITIONS OF PARTICIPATION IN THE INTERNSHIP PROGRAM OF THE BIB PROGRAM: ELEGIBILITY AND REQUIREMENTS**

I am responsible for obtaining and/or completing any required documentation to undertake an international internship, including (but not limited to) a work visa/permit and workplace insurance coverage.

I must consult and follow official Travel Advice and Advisories as outlined by the Government of Canada.

To participate in this internship option, I must meet and maintain all BIB academic requirements as outlined in the Undergraduate Calendar, including the requirements to participate in the Year Abroad of the BIB program.

I will discuss any changes to my registration and or academic standing with my Sprott Program Advisor.

My internship must be pre-approved by Sprott and must meet the criteria of the BIB internship. I must also apply for and follow all requirements of the International Exchange program concurrently.

I must secure an internship and receive final approval from Sprott, at least 8 weeks prior to the start of my scheduled international academic exchange term to allow me sufficient time to withdraw from the Carleton Exchange Program.

I will not pursue additional internship opportunities within 8 weeks of the start of my academic exchange term and I will complete the exchange term, following the dates and deadlines of my host institution.

If completing an academic exchange term and an internship term, I must time both commitments as outlined in this agreement. The duration and timing of my internship must meet all criteria of the BIB internship, including the length requirement per term. My internship must not overlap with my international academic exchange, where the start/finish dates of the term can differ from those at Carleton University.

When participating in an approved BIB Internship, I take full academic and financial responsibility for my enrolment in the BIB International Internship Course (BUSI 3701/BUSI 3702). I must meet all course

requirements, in order to receive credit for the internship and complete the relevant BIB Year Abroad term. BIB Internship credit courses may count towards my free electives.

### **ACADEMIC COURSE REGISTRATION WHILE ON AN INTERNSHIP TERM**

During an internship term, I will complete BUSI 3701 or BUSI 3702 and BUSI 3700, if applicable. Students completing an approved BIB internship will be enrolled in their internship course as follows:

- Internship Term 1 - BUSI 3701
- Internship Term 2 - BUSI 3702 (when completing two internship terms)

After a discussion with my Sprott Program Advisor, I may be permitted to take an additional 0.5 credit course during an internship term. I acknowledge that the 0.5 credit course must be held outside of my regular working hours.

### **ADDITIONAL FINANCIAL CONSIDERATIONS**

I must arrange and pay for all academic, travel and living costs associated with the BIB Year Abroad.

I may secure a paid or unpaid internship.

I understand that my Carleton University fees will be subject to dates and deadlines stated in the University calendar, even where the start/finish dates of the internship term differ from those at Carleton University.

I must communicate with the Awards Office regarding the status of my scholarship/bursary, grants, and or government student loans (i.e. OSAP) prior to the start of my international internship term.

Should I decide to secure my internship through a third-party provider, I understand that I am responsible for researching the company thoroughly and that I must pay any fees associated with their services.

### **DISCLOSURE OF INFORMATION AND RELEASE OF IDENTITY**

I allow Carleton University through the Sprott Undergraduate Student Services Office and the Sprott Business Career Management Centre to identify me and discuss my academic requirements and progress during the internship with my internship supervisor.

It is my decision whether to inform my employer of any accommodations I may need as a result of a disability.

### **COMMUNICATION AND USE OF TECHNOLOGY**

I will use my Carleton email account as the primary method of communication with Sprott.

I will check my Carleton email account regularly for important information from the University and Sprott throughout my internship term.

I must check the Sprott portal on mySuccess regularly and must keep all relevant information about my internship up to date.

### **CONFIDENTIALITY AND EMPLOYER CONTACTS**

I agree to use discretion and maintain confidentiality when discussing my internship, employer, their organizations, and their customers or clients with anyone other than Sprott staff members.

I will not share BIB internship postings with students who are not eligible participants of the BIB Internship.

### **CAREER SUPPORT**

I understand that the Sprott Career Management Centre (BCMC) is a resource that can support me with my internship search. The BCMC will not provide me with an internship, but it can assist me with developing an internship search strategy, properly tailored resumes and cover letters, interview skills, and can assist me with my transition to the workplace.

I understand that securing an internship is competitive and there is no guarantee that I will secure employment. I am responsible for monitoring my own internship search and reaching out to Sprott staff for guidance as applicable.

In addition to applying for opportunities developed by Sprott, when applicable, I will conduct a self-directed internship search. If I obtain a position through a self-directed search, I will submit the internship for approval following the instructions provided by Sprott.

I understand that the purpose of the BIB internship is to obtain relevant and in country Business experience, while developing my employability skills in diverse contexts. I understand that not all internship positions will specifically match my expectations or interests.

I will contact my Sprott Program Advisor and the BCMC team should I experience any difficulty during the term.

### **INTERNSHIP PATTERNS AND ACADEMIC REQUIREMENTS**

I acknowledge that my approved internship term/s must take place during the year abroad of the BIB program.

I must develop an academic progression plan with the help of my Sprott Program Advisor, taking into account any impact on my progression as a result of my participation in the internship option of the BIB program.

I must only apply to internship positions that match my availability based on my approved participation in this internship program and my participation in the exchange program, as outlined in this agreement.

I will provide accurate and factual information on my application documents, including my correct availability as provided by Sprott. I will also provide employers with factual and accurate information during interviews.

Once I have accepted an internship offer, either verbally or in writing, to the employer directly or if applicable through Sprott, I must no longer pursue other internship positions for that term.

I will honour my commitment to the employer for the duration of the internship term as outlined in the initial offer I accepted.

Once I have accepted an approved position, I understand that I cannot withdraw from the internship term without academic penalty. In the event of withdrawal beyond the control of the student, Sprott will work with the student to make academic accommodations.

Once Sprott approves my internship position, I must withdraw from the Carleton Exchange Program for the applicable term, following any instructions provided by the International Student Services Office (ISSO).

### **LIABILITY**

It is ultimately my responsibility to obtain internship term positions. Carleton University and the Sprott School of Business will not be held liable if I do not secure an internship.

Carleton University and the Sprott School of Business are not liable for any agreements established between the employer and the student or breached by my employer, including salary and benefits.

Carleton University and the Sprott School of Business are not liable for any claims for expenses, personal injury, or loss or damage to personal property arising from my effort to seek an internship or from my employment during an internship term.

### **CONDITIONS OF WORK**

I understand that the start and end dates and working hours for my internship term must be set in accordance with the BIB Internship criteria.

If I wish to amend my start and/or end date, or schedule vacation days, I must discuss this with my employer directly and my Sprott Program Advisor.

I recognize that as an ambassador of the Sprott School of Business, I will abide by the workplace code of conduct as set by my employer and will conduct myself in a professional manner while in an internship term.

As an ambassador of Canada, I will meet or exceed International Standards for Responsible Business Conduct while abroad, as defined by Global Affairs Canada.

### **INTERNSHIP TERM DELIVERABLES AND RELEASE CONFIRMATION**

I must meet the requirements of BUSI 3701 and (if applicable) BUSI 3702 in order to receive credit for my internship and complete the relevant year abroad term.

## **PERFORMANCE EVALUATION**

The Sprott School of Business will monitor my performance through virtual meetings and email check-ins, as well as a performance evaluation completed by my supervisor.

Sprott will only release copies of any submitted performance evaluations to other potential employers with my consent.

## **ENFORCEMENT**

Violations of this Agreement may result in, but are not limited to:

- Mandatory attendance in meeting/s with the Sprott Undergraduate Student Success Officer and or with the Sprott Associate Dean, Undergraduate Studies
- Unsatisfactory grade for the internship term
- Unsatisfactory completion of the BIB Year Abroad requirement
- Cancellation of a student's participation in the BIB internship program and or in the Carleton exchange program

## **DISCLAIMER CLAUSE**

Carleton University, their agents, officials, officers, directors, employees, volunteers, contractors, servants or representatives (hereinafter refer to as "The Releasees") are not responsible for any death, injury, loss or damage of any kind suffered by any person while participating in the Bachelor of International Business Internship Program and all related activities of the Bachelor of International Business Internship Program including injury, loss or damage which might be caused by the negligence of THE RELEASEES.

## **BACHELOR OF INTERNATIONAL BUSINESS INTERNSHIP PROGRAM DESCRIPTION OF RISKS**

In consideration of my participation in The Bachelor of International Business Internship Program and all related activities, I acknowledge that I am aware of the possible RISKS, DANGERS AND HAZARDS associated with this program, including THE POSSIBLE RISK OF SEVERE OR FATAL INJURY TO MYSELF OR OTHERS. These risks include, but are not limited to:

- Risks associated with travel to and from all venues of the various components including transport by public or private motor vehicle which could include but are not limited to an accident resulting in severe physical injuries or death;
- Intoxication and/or alcohol poisoning from the alcohol I consume during the International Internship Program and all related activities whether voluntarily or through coercion resulting in illness, injury or death;
- Food-related illness resulting from any meal arranged for me whilst undertaking my Bachelor of International Business Internship
- Muscular injuries and soft tissue injuries, broken bones, bruises, scrapes, cuts, sprains, dislocation, head, facial eye and/or dental injuries which might result from participation in the Bachelor of International Business Internship Program •Injuries resulting from falling or being knocked down steep steps where a fall may cause injury or death; •Injuries resulting from rough terrain, failure to see an obstacle, failure to negotiate a turn, etc.;

- Injuries resulting from walking on a hill, slipping and/or falling; •Injuries resulting from malfunctioning of equipment or misuse of equipment whether owned, designed or operated by myself or the staff of THE RELEASEES;
- Changes in weather or temperatures which may result in hypothermia, frostbite, windburn, sunburn, colds or flu;
- Death, injuries or illness resulting from failure to follow directions from those in charge of the program and all related activities;
- The risks associated with returning to my residence after participating in the program and/or related activities; and
- Any and all other risks associated with my participation in the BACHELOR OF INTERNATIONAL BUSINESS INTERNSHIP PROGRAM

### **MEDICAL/HEALTH & TRAVEL INSURANCE**

1. I AM SOLELY RESPONSIBLE to select and purchase adequate medical/health insurance. The Releasees do not provide medical/health insurance. In the event of a medical/health problem, the Releasees accept no responsibility for any costs associated with a medical/health problem nor will they pay for any medical/health expenses that may be incurred by the participant.

2. I AM SOLELY RESPONSIBLE to select and purchase adequate travel insurance. The Releasees do not provide travel insurance. The travel insurance should provide cover against theft, personal accident, personal liability, repatriation and cancellation of tickets among other coverages. The Releasees accept no responsibility for any costs associated with travel to and from the Host country nor will they pay for any expenses that may be incurred by the participant while staying in the Host country. I freely accept and assume all responsibility to provide myself with medical/health and travel insurance coverage.

### **ASSUMPTION OF RISK**

In return for allowing me to voluntarily participate in the Bachelor of International Business Internship Program and all related activities, I agree:

1. TO ASSUME AND ACCEPT ALL RISKS arising out of, associated with or related to my participation in the Bachelor of International Business Internship Program and all related activities.
2. TO BE SOLELY RESPONSIBLE FOR ANY INJURY, LOSS OR DAMAGE which I might sustain while participating in the Bachelor of International Business Internship Program and all related activities.

### **MEDICAL CONDITIONS**

I agree to advise Carleton University, the Sprott School of Business and the employer prior to the start of the event of any relevant existing medical conditions or injury for the purpose of advising emergency personnel in the event of a medical emergency.

### **ACKNOWLEDGEMENT**

[ ] I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THIS AGREEMENT, that I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, my heirs, executors, administrators and representatives.