

Commerce Internship Program 2014/2015 – Student Contract

By accepting an offer of Employment for the Commerce Internship Program, I, the undersigned, understand, accept and agree to abide by the terms and conditions stated within this agreement.

Terms and Conditions:

1. The Internship is focused on employment not academics and I recognize that it requires a voluntary leave of absence from full-time studies for the **2014/2015** academic year. I will not be financially registered as an "in-course" student in a Commerce Program, affecting my availability to participate in any campus activities. Scholarships may be deferred and OSAP repayment will begin in November 2014 until I return to full-time studies. I will direct any questions regarding scholarships and OSAP to the Student Financial Aid and Scholarships office.
2. As of September 2015, Commerce Program studies at the DeGroote School of Business (McMaster University) must be resumed with a minimum 18 units. Should I not complete the internship as specified in the letter of employment, I understand and agree that I am ineligible to return to my academic program until September 2015.
3. At the May 2014 Academic Reviewing Period, at least 24 units of course work as described in my degree audit for Level III of the Commerce Program in which I am currently registered must be completed. Should there be more than 6 units of Level III course work outstanding, I will not be eligible to continue in the Internship Program regardless of whether an offer of employment has been extended and/or accepted.
4. **Upon returning to school, following the Internship period, I must have no greater than 102 units of coursework completed towards the 120 units required to obtain the Commerce degree.** *Designations may require some additional courses to those required for the degree. Please review your degree audit and meet with an advisor to confirm your status.*
5. While it has been recommended that I concentrate on my work, should I decide to take courses on a part-time basis while on Internship, (returning with no more than 102 units completed towards the Commerce degree) the following restrictions will apply: **one** 3-unit course per academic term, but **not** during the first 4 months of employment. Academic terms are defined as **Fall** – September to December; **Winter** – January to April; and **Summer** – May to August. Please note that the summer term has *three* distinct sessions. *Students may register in one 3-unit course in the Fall or Winter Terms; one 6-unit course in the Fall/Winter Term; or two 3-unit courses in the Summer Term (up to a maximum of 6 units in the Summer Term).* **Note** – *all course work must be scheduled outside of normal working hours and a signed Course Request Form from your supervisor approving the course load while on Internship must be approved by APO prior to course registration.*
6. Commerce courses (including Econ 2X03) must be taken only at McMaster University; non-Commerce electives at other institutions may be approved with a Letter of Permission from the Academic Programs Office (DeGroote School of Business).
7. During my absence from the Commerce Program at DeGroote, I am aware that curriculum and/or class scheduling changes may occur, and/or limited enrolment programming or course capacities may result in some courses not being available to me.
8. While employed as an Intern, I agree to abide by the terms and conditions specified by the Internship employer and will be subject to the employment policies and procedures of that organization. Terms of employment including start and end dates, are solely and independently the employer's obligation. DeGroote, McMaster University and the Commerce Program, their employees and agents are not responsible or liable for any employment or employment duties, supervision or responsibilities.
9. I may participate in varsity sports during my internship at the discretion/written permission of both my supervisor and McMaster Athletics and Recreation Athlete Services Coordinator.
10. Within the first two months of employment, I will prepare and submit to CBCD a detailed list of learning objectives and work term information for my Internship. These objectives will be shared with the supervisor prior to the site visit (see #11) and will be discussed during the site visit with a representative from CBCD.
11. Within the first 6 months of Internship employment, a representative from CBCD will visit the employer site to meet with the supervisor and the student. Site visits are designed to assess the student's performance as well as the Internship opportunity from the perspectives of the Intern and the company. I will help to coordinate this site visit for both the supervisor and student meetings upon request from CBCD.
12. I understand that my employer must complete a written final performance evaluation on my behalf to be submitted after the Internship period has ended, and recognize that the information contained in the evaluation cannot be released to potential employers without both the student and supervisor consent.
13. I agree to complete a *Work Term Report* upon my return to campus after the Internship period has ended. This report will be kept in confidence in the CBCD Office and may be used to advise future interns.
14. I agree to attend a Back-to-Campus meeting in September, coordinated by CBCD. CBCD will provide a minimum of 2 weeks' notice for this meeting and I will register online for my preferred meeting date and time.
15. I agree to pay the Commerce Internship fee of **\$1104.15 Cdn** to CBCD at McMaster University no later than July 1, 2014 (November 1, 2014 for September start dates). The \$1104.15 Cdn is **payable and/or non-refundable** should I terminate my participation before the completion of the full term of this agreement. This fee includes Commerce Internship Program Administrative Fee of \$900 and McMaster Student Union Health & Dental Fees of \$204.15. As a Commerce Intern, I am eligible to participate in the McMaster Student Union Health & Dental Plan. This is a group plan at a cost of \$204.15 (*subject to change without notice by MSU*) If I have coverage elsewhere, I have the option of "opting out" of the McMaster Health Plan provided proof of alternate coverage is supplied by September (*an administration fee will be charged to your withdrawal*).
16. To have my Internship experience noted on my official McMaster University transcript, I must,
 - a) pay, in full, all administrative fees owing to the Commerce Internship Program
 - b) develop and submit learning objectives for the work term
 - c) complete the 12 or 16-month contract, as detailed in my letter of employment
 - d) not request from my employer an early departure from my internship (**no early terminations**)
 - e) receive a minimum performance evaluation of *Satisfactory* from my employer
 - f) prepare and submit a detailed Work Term Report to CBCD no later than **September 30, 2015**
 - g) register at McMaster University (minimum **18** units) upon my return from Internship.
17. My signature below indicates that I understand and accept this agreement.

Student's Name (please print): _____ **Date:** _____

Student's Signature: _____ **Student Number:** _____