***[NTD: Insert Date]***

***[NTD: Insert contact name and address of the other institution]***

Dear ●,

We at Concordia University’s Department of Applied Human Sciences (the “**Department**”), congratulate you for your interest in participating in an internship at ***[NTD: Insert name of institution]*** (the “**Institution**”).

In order to ensure that everyone involved is aware of the expectations for this internship (the “**Internship**”), we ask that you agree to respect the expectations listed below. Prior to commencing the Internship, kindly read the expectations below and, if you agree to such expectations, sign where indicated below and email, fax, mail or hand-in this letter to the Department at the address indicated below:

**Name:** ●

**Email:** ●

**Phone Number:** 514-848-2424 Ext: ●

**Fax:** 514-848-2262

**Address:** Concordia University

Applied Human Sciences, suite VE225

7141 Sherbrooke St. West

Montreal, QC. H4B 1R6

If you have any questions about these expectations, please discuss them with the Department.

Kindly note that you are not entitled to begin the Internship if you do not agree to the expectations below. Also, kindly note that, prior to commencing the Internship, the Institution will be required to sign a similar letter outlining expectations, a copy of which we have attached for your information. Furthermore, both you and the Institution will be required to complete and sign documents relating to CSST coverage, copies of which we have attached hereto.

Again, congratulations for your interest and your commitment to your education.

Yours truly,

●

Encl.

**Student Agreed Upon Expectations of Internship**

The Internship provides students the chance to:

* Link academic skills with real-world practice
* Gain practical field experience
* Build self-confidence through applied practice and skill development
* Develop a professional reputation
* Explore career options

The Internship may provide organizations with the chance to:

* Work with an eager and motivated student
* Strengthen community-university relationships
* Conduct needs assessments, program evaluation, best practices research
* Design & implement new programs and services
* Supervise internships as part of your professional order mandate

The internship opportunity provides Concordia University the chance to:

* Strengthen university-community relationships
* Provide unique and applied learning opportunities through associated academic assignments
* Seek possible interest in research collaboration
* Help students transition from academic to professional roles

**By signing the present, you acknowledge, agree and undertake the following:**

* You are interested in completing the Internship at the Institution. Accordingly, you will diligently work in order to learn from the experience and will complete the work assigned to you. You understand that, during the Internship, the Institution is relying on you just as you are relying on it and agree to consistently make your best effort to meet or exceed the expectations of the Institution, including with regards to your work and attendance.
* You intend to and will complete the minimum number of hours of fieldwork during the Internship:
  + For AHSC 437 – Leisure Sciences Internship (6 credits) – a minimum of 240 hours during the fall academic semester.
  + For AHSC 438 – Therapeutic Recreation Internship (9 credits) – a minimum of 360 hours during the fall or summer academic semester.
  + For AHSC 439 – Human Relations Internship (6 credits) – a minimum of 200 hours, during the fall and winter academic semesters.
  + For AHSC 499B - Advanced Topics in Human Relations Special Internship (6 credits) - a minimum of 2 day shifts per week (14 -16 hours), during the fall and winter academic semesters.
* The Institution will provide you with a qualified supervisor (the “**Site Supervisor**”) and an equitable amount of work as part of the Internship depending on the needs of the Institution as well as your interests and ability.
* The Site Supervisor will ensure your orientation, training and supervision and will maintain ongoing communication with the Department regarding items such as work-related issues, objectives for the educational experience, methods and your evaluation, etc.
* Each Site Supervisor will complete Student performance evaluations on the forms provided by the Department for each Student under his/her supervision at the midpoint and end of the Internship and will provide these evaluations to the Department in a timely manner.
* At all times, the Institution will be responsible for the care and safety of its participants (clients/patients/students, etc.) (the “**Participants**”). In keeping with such responsibility, the Institution has and maintains the right to intervene in your actions where you act in a manner considered by the Institution to be of potential danger to the well-being of its Participants and, to the extent that it deems appropriate, to ensure the safety and well-being of its Participants.
* If your performance in an Internship is deemed to be unsatisfactory or is not progressing as expected, the Site Supervisor must inform you and the Department as soon as possible. Following notification, a meeting may be convened with you, the Site Supervisor and the Department to review your work, and assess your
* performance. Following the meeting, the Site Supervisor and the Department will decide together what actions to take, including, but not limited to, requiring you to respect additional conditions in order to be allowed to complete the Internship or early termination of your Internship.
* You will not be paid for any work completed in relation to the Internship. However, you should normally, at the Institution’s sole discretion, be reimbursed by the Institution for expenses such as, but not limited to, a police background check, room & board and travel costs if the Internship requires time away from the greater Montreal area. This does not apply if the Internship is completed outside of Quebec or Canada. You may address any questions regarding such reimbursement directly with the Institution.

Signed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_