***[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**”), thank you for your willingness to supervise one or more internship students at your institution, ***[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 your Institution agrees to respect the expectations listed below. Prior to commencing the Internship, kindly read the expectations below and, if your Institution agrees to such expectations, sign where indicated below and email, fax or mail 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 we will not send students to your Institution to complete the Internship if you do not agree to the expectations below. Also, kindly note that, prior to commencing the Internship, the student(s) completing the Internship at your Institution will be required to sign a similar letter outlining expectations, a copy of which we have attached for your information. Furthermore, both the Institution and the student(s) will be required to complete and sign documents relating to CSST coverage, copies of which we have attached hereto.

Again, many thanks for your co-operation and for your commitment and dedication to student education.

Yours truly,

●

Encl.

**Institutional 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, the Institution acknowledges, agrees and undertakes the following:**

* The Institution will provide the students in one or more of the Leisure Sciences, Therapeutic Recreation and/or Human Relations programs of the Department, as selected by the Department, (the “**Students**” or the “**Student**”)with the opportunity to complete an Internship within the Institution. The Institution agrees that the primary objective of the Internship is to provide Students with a guided, rewarding and a comprehensive learning experience while exposing them to the reality of a workplace environment.
* The Institution will, in consultation with the Department, determine the number of Students for whom educational experience, necessary facilities, and supervision can be provided at any given time; and collaborate with the Department in the placement process.

* The Institution will provide Students with the opportunity to complete the minimum number of working hours 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 each Student 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 and the interests and ability of each Student. If the Site Supervisor is absent, a replacement Site Supervisor will be appointed and the professor teaching the course will be informed as soon as possible of the replacement’s name and contact information.
* The Site Supervisor will ensure the orientation, training and supervision of a Student and will maintain ongoing communication with the Department regarding items such as work-related issues, objectives for the educational experience, methods and tools for 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 a Student’s actions where a Student acts 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.
* When a Student’s performance in an Internship is deemed to be unsatisfactory or is not progressing as expected, the Site Supervisor must inform the Department and Student as soon as possible. Following notification, a meeting may be convened with the Student, the Site Supervisor and the Department to review the Student’s work, and assess the Student’s performance. Following the meeting, the Site Supervisor and the Department will decide together what actions to take, including, but not limited to, requiring the Student to respect additional conditions in order to be allowed to complete the Internship or early termination of the Student’s Internship.
* Students must not be paid for any work completed in relation to the Internship. However, Students should normally, when feasible, 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.
* The Institution shall ensure that there is adequate professional liability coverage with respect to the performance of the duties of the Internship Students under its supervision.
* The Institution agrees that it will not assign the Internship, in whole or in part, without the Department’s written consent.

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

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

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

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