GUIDELINES FOR STAGES BUSINESS ADMINISTRATION

BY
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Credited and Non-Credited Stages

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Mariella Castella provided some insightful advice regarding faculty inclusion and openness so that a continuous discourse and upgrade on these guidelines can occur.

Revisions of this document regarding clarity and consistency were made possible by Mary Milburn.

The continued support of the Dean Peggy Leech was greatly appreciated during this process. The idea of this guideline began with a conversation in the fall of 2015 regarding a blended learning activity. The acting Chair at the time, James Kane was keen on making sure proper procedures were in place so that the department's Comprehensive Assessment would legitimately continue to be the stage experience.

A bibliography is provided at the end of this document as various educational information was consulted to construct a guideline that would enable students to benefit from any work- integrated study program.

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GUIDELINES FOR STAGES – BUSINESS ADMINISTRATION

INTRODUCTION

The purpose of this document is to provide guidelines and clarity to all parties concerned so that the stage experience maximizes student learning. The student should be allowed to succeed in his or her work-study (stage) while at the same time be in a safe and productive learning environment so that both academic and practical knowledge can be applied.

As the workforce is changing and creating new opportunities for our students, it is important to take advantage of those prospects but at the same time ensure that the skills that the students acquire are transferable and tangible for their personal career choices. The business world is vast and full of opportunities whether one is hoping for a career in accounting, a sales specialty or whether social media or entrepreneurship is the desired path. It is crucial that the department allow for such individual and personal choices to continue to exist. For this reason, the crux of the Comprehensive Assessment is that the student must find his or her own stage.

This document is divided into three sections. The first section provides a glossary of terms which is used throughout. The second section deals with the obligations of both student and host employer. The final section discusses the guidelines surrounding any John Abbott College Community member being a host employer. As a final note, it is important to re-emphasize that the purpose of this document is to give a guideline to all parties concerned so that the stage experience can maximize student learning. For this reason, it is the expectation of the authors of this document along with the program committee that periodic adjustments be made so that the Comprehensive Assessment continues to stand as the best way to measure students' completion of the program.

GLOSSARY

Credited stages take place during the sixth semester for 4 weeks (fulltime hours; minimum of 35 hours per week). Under the rules and regulations of the College, credited stages are covered by the College's CNESST (*Commission des normes de l'equité, de la santé et de la sécurité du travail*). It is also important to indicate, for purposes of insurance, on the stage contract, if the work week of the stagiaire includes the weekend as part of the regular work week (5 days). (View CNESST document provided in this package Appendix 1).

The host employer may decide to pay the intern but it is not a requirement. Some employers such as the Banks, do not allow un-paid internships and for this reason payment is accepted (although the stage is still credited). Some host employers may decide to give the stagiaire some form of funds as a gratuity or incentive however is must be noted that according Revenue Canada all gratuities $250 or over must be declared as revenue (see http://www.cra-arc.gc.ca/tx/ndvdls/tpcs/ncm-tx/rtrn/cmpltng/rprtng-ncm/lns101-170/104/menu-eng.html for more details). All business students must participate in the credited stage experience, as it is part of their program requirement and their Comprehensive Assessment.

Job Shadowing is the opportunity for a student to observe or "shadow" a business professional carrying out their occupation. A shadow can be as simple as an hour-long visit with one person, to an extended week-long stay allowing interaction with numerous staff members and observation of a variety of business related activities. Job shadowing activities, if performed, are covered by the College's CNESST and for this reason a shadowing contract must be completed (Appendix 2).

Non-credited stages are optional as they are part of the **ATE (*Alternance travail etudes*)/Co-op option** of the Business Administration program. The non-credited stages must be paid and take place at the end of the first and second years. The advantage of the non-credited stage is that the student receives additional recognition on his/her transcript for having fulfilled the ATE/Co-op stage criteria for each of the 2 years (end of year one and end of year two).

Paid stages may refer to salaried employees as well as employees as independent contractors (New 2016). A work-study program that is granted a "*travailleur autonome*" / "independent contractors" status is now allowed by the ATE/Co-op employment opportunities (acceptable by MEESR). In such a situation, the student/intern must purchase his/her personal CNESST. Remuneration of greater than $1000 is considered a paid stage.

Interns are also referred to as stagiaires or Business students who participate in credited stages and/or may have participated in non-credited stages.

Host employer: the company where the student is going to experience "hands on" what he/she has acquired through the Business program (this will vary depending on whether the stage is at the end of the first year, at the end of the second year or at the end of the sixth semester)

Stages or work practicums or work study aka work-integrated learning

JAC Community Member: any John Abbott College employee or student. (*College's Strategic Plan 2015-2020).*

Stage Committee: The stage committee is composed of the stage teachers, the ATE/Co-op administrator and Sylvie Boucher (previously responsible for the student employment office). In the

event that any member is not able to be present for the stage placement approval meeting, that member will be replaced by an alternate faculty member. The stage committee determines whether the employment opportunity currently being submitted matches the required competencies of the student (this includes year 1, year 2 and year 3 work practicums). It is the responsibility of the stage committee to have done their due diligence in the verification of the work practicums being considered. Once the stages have been approved, a document will be composed and made available to the stakeholders (Business Faculty) who wish to consult it.

In the event that a member of the stage committee is in a position of possible conflict of interest relating to personal gain and close personal relationship, it is the responsibility of that member to disclose the conflict of interest and refer to Policy No. 8 “POLICY ON CONFLICT OF INTEREST FOR COLLEGE EMPLOYEES”.

RESPONSIBILITES OF PARTIES CONCERNED

1) Interns should remember at all times that they are representing the JAC Community. They are the voice of future students of the department and it is their responsibility in maintaining the relationship that was established between employers and the College. If the intern feels the stage does not reflect his/her ability, then the intern must communicate this issue with the stage teachers within the first week of the stage. This discrepancy of skill and disposition of the student should not in any way be deemed as an inadequate experience but rather a mismatch of qualifications and expectation of experience to be gained.

The intern:

- must be determined in using their academic skills and knowledge: refer to the competency list of the program (see appendix 3);
- must be motivated to gain professional work experience in a new company and be ready to exercise autonomy;
- must be dedicated in helping the business grow;
- must be eager to connect with co-workers and improve their language fluency;
- is not allowed to complete their stage at their existing workplace unless more responsibility is allocated or a new position is provided;
- is not allowed to work for their parent's home business;
- must stay in contact with the stage teachers for the credited stage and/or the ATE/Co-op teacher or administrator;
- must advise the stage teachers within the first week of stage if the opportunity is not working out for them.

Personal Passenger Vehicles used by the interns (students) for internship purposes:

The Internship Company should not ask the intern (student) to use his/her personal vehicle for business purposes. If it does AND the intern (student) agrees, John Abbott College will not be held responsible for any damages or costs incurred to said vehicle NOR assume any responsibility for Civil Liability or bodily harm.

If the intern (student) accepts to use his/her personal vehicle, then the student should provide and submit proof of insurance for the temporary addition of business usage clause within their personal automobile insurance policy. This revised information needs to be communicated to the college via the Stage contract though and "adjacent clause" entitled: Personal Passenger Vehicles used by the interns (students) for internship purposes to the stage contact

The Internship Company should pay to the intern (student) even if the internship is not paid (a) the allowable km per day used, (at the rate of .51 cents/km) and (b) any additional insurance costs for the usage of personal vehicle during the internship period.

Travel Expenses by the interns (students) for internship purposes:

Note the college needs to be made aware of the travel dates of the intern during the credited stage. The student/intern whether the stage is credited or not credited must show proof of travel insurance to the college as a first step.

The college under no circumstances will be held accountable to any travel expenses the intern incurs. The host company and/or the student are responsible for such costs. If the student agrees to travel they need to add an "adjacent clause" entitled: Travel Expenses by the interns (students) for internship purposes; in the credited stage contract or the non-credited stage contract (provided by the college in the respected Department) that they or the host employer will be paying for any such expense.

2.) Host employers should be prepared to enter into a relationship with the Business Administration department and may be called on for various activities such as speed mentoring, focus groups, guest speakers for the Department as well as to provide assistance in the student's learning.

The **host employer** will:

- provide a suitable office space (address must be provided);
- have a predetermined supervisor (phone number, email must be provided);
- have at least 3 other employees (preferable, as team work is a program competency). See appendix 3.
- be prepared to provide proof of current Workers' Compensation Insurance if the company employs fewer than 3 staff (excluding interns) for non-credited (ATE/Co-o p) stages. Weekend days of work must be stipulated on the contract (see appendix 4). In the event that the credited stage is paid, then it is deemed that the company will be responsible for the CNESST;
- complete and process the required paperwork: provide a job description, sign the employment contract, complete the student evaluation and include all the necessary information. See appendix 4
- ensure the Intern's supervisor has a business or company email address (cannot only have hotmail, gmail, etc.);
- consent to a site visit prior to Program approval, if required.
- if it is a new company for the Business Program and the company has fewer than 25 full-time, on-site employees, a site visit prior to approving the host employer and the proposed work practicum is required by the stage teacher (for the credited stage) and /or ATE/Co-o p teacher (for the non-credited stage);
- allow for the intern's creative participation in a hands-on learning environment where the student regularly interacts with staff and/or clients;
- provide any appropriate or necessary training outlining duties, company policies and conduct, safety protocols etc.;
- complete a final evaluation of the intern's performance (prior to the end of the stage) to help keep them on track in meeting learning goals and provide feedback on the intern's performance. See evaluation documents appendix 5;
- maintain open communication with the JAC Stage teachers, especially if any questions, concerns or problems arise with the intern;
- schedule a stage visit during the students work integrated learning with the stage teacher to authenticate the experience. See Appendix 6;
- have been in business for at least one year and established enough to provide sufficient resources, supervision, and experiential knowledge and training in the Intern's field;
- NOT receive Interns at a home-based business. *unless written approval is given by the stage committee;
- NOT require the student to provide her/his own computer or software, or to work remotely from their home. * In the event of a credited stage, if the host employer has limited office

space they may ask the intern to do some research at a different location. In this event, the student (intern) is required to use JAC premises (Business lab where college supervision is provided) as the office.

3.) Multiple Interns on Site: If the employer is hosting multiple interns at the same time, they should not be training in the same departments at the same time. It is expected that all interns will receive adequate training and supervision, and opportunities for skill development.

4.) If a Host Employer is a member of the JAC Community he/she:

- must provide a job description to the stage teacher/stage coordinator prior to the semester where the internship is scheduled and identify himself/herself as a JAC community member.
- must allow all potential interns to have equal access and opportunity to the employment prospect.
- must remove himself/herself from the employment process with respect to student recruitment.
- **cannot evaluate the student (the intern) in any course**.

5.) Stage teacher responsibility:

- ensure that the information on the stage contract is complete and up to date
- verify that the student's stage experience is reflective of the program competencies as well as take into account any experience that the student already has.
- collect all the required correspondence from the student on stage:
  - first day correspondence
  - third day correspondence
  - employer evaluation of the student on stage
  - the final paper from the student
- schedule a stage visit with the employer. If the employer is a repeat host employer a skype visit would suffice,
- discuss with the student, privately, his/her employer evaluation
- collect and document the student experience and share with the department what industry is expecting from graduates.
- keep a list of all employers and the job descriptions that the students agreed to work to.
- in the event that the student decides to end his/her stage experience, the teacher needs to document the necessary steps involved in the removal of the student immediately and find an alternate employer so that the student may partake in another stage experience.

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STAGIAIRES AND CNESST COVERAGE – INFORMATION DOCUMENT

DEFINITIONS:

Quebec Student :
Canadian Citizen or Permanent Resident with a permanent address in Quebec . (domiciled in Quebec)

French Student *:
In the extent that the stage is part of the "Protocole d'entente" between Quebec and France related to students.

Students not domiciled in Quebec:
Foreign student: Not a Quebec student, as defined above, domiciled in another province or territory, (not domiciled in France or in Quebec)

or

Foreign student: Not a Canadian Citizen and not a Permanent Resident.
Mandatory: A work permit is required and in some cases a Visa for temporary resident – would then be covered by CNESST.

Non-remunerated stage:
A stage is considered as being non-remunerated when the stagiaire receives a monthly allocation of less than or equal to 610 euros or $ 1 000 Canadian. This allowance must not be a taxable income. It cannot vary in function of the number of hours. – Please contact Legal Affairs for more information. (ext. 5252)

COVERAGE:

COVERAGE OF A STAGIAIRE IN QUEBEC Students registered in a Quebec Educational Institution			
	Quebec Students	**French Students***	**Students not domiciled in Quebec**
Non-remunerated stage	Covered by CNESST through the Educational Institution	Covered by CNESST through the Educational Institution	Covered by CNESST through the Educational Institution
Remunerated stage	Covered by CNESST through the employer	Covered by CNESST through the employer	Covered by CNESST through the employer

COVERAGE OF A STAGIAIRE OUTSIDE QUEBEC Students registered in a Quebec Educational Institution			
	Quebec Students	**French Students**	**Students not domiciled in Quebec**
Non-remunerated stage	Covered by CNESST through the Educational Institution	Covered by CNESST through the Educational Institution**	NOT Covered by CNESST Shall subscribe to a private insurance
Remunerated stage	Covered by the laws and agencies of the host country/province***	Covered by the laws and agencies of the host country/province	Covered by the laws and agencies of the host country/province

CLAIMS : ANY CLAIM MUST BE MADE WITHIN 6 MONTHS OF THE DATE OF THE INCIDENT.

*French Student: student of French nationality and residing in metropolitan France or overseas departments (French Guiana, Guadeloupe, Martinique, Réunion).
**In the extent that the stage is part of the "Protocole d'entente" between Quebec and France related to students (Stage is compulsory and non-remunerated, (student in Cegep or University), with SE-401-Q-104 certificate). The stage duration is less than 12 months.
***If the employer has a business place in Quebec, the stagiaire will be covered by CNESST if he/she has been assigned from the employer's business place in Quebec.

STAGE DATES – NON-REMUNERATED STAGES

Students can begin their stage before classes start and / or finish after the end of the semester. The entente/contract must specify that the stage can take place outside the academic calendar.

Warning: If the contract excludes some days, i.e. weekends, etc., the student would **not be covered** if he /she works on weekends. The student must be informed of the terms of the contract.

References
CNESST - Recueil des politiques en matière de réadaptation-indemnisation
An Act respecting occupational health and safety – CQLR, chapter S-2.1
An Act respecting industrial accidents and occupational diseases – CQLR, chapter A-3.001
Protection des étudiants effectuant un stage (stagiaire)

Business 410.D0) hours)

JOHN ABBOTT CEGEP/COLLEGE

Administration (D.E.C. Work Shadow (16

This WORK SHADOW Agreement states the roles and responsibilities (see reverse) of each of the participants listed below. This contract may be modified by mutual agreement, by any one of the parties.

1. EDUCATIONAL INSTITUTION JOHN ABBOTT COLLEGE

Address : John Abbott College
21275 Lakeshore Road
Sainte-Anne-de-Bellevue (Québec) Postal Code H9X 3L9
Telephone : 514 457-6610 ext.5910 Fax : 514 457 4730
Email : laura.ricotta@johnabbott.qc.ca or sonia.savvidis@johnabbott.qc.ca
Sales Management and Customer Service Professors Laura Ricotta or Sonia Savvidis

2. COMPANY _____ Contact Name: _____

Address : _____
_____
_____ Postal Code _____
Telephone : _____ Fax : _____
Email :
Shadow Supervisor (who the student will report to) : _____

3. STUDENT

Student's Name : _____

Sales Shadowing is a process whereby a student follows a member of sales staff observing them at work for a specified period of time.

Hours: total hours = 16 (*i.e.4 hours per week for 4 weeks or two sessions of 8 hour days may include week-end)*

Specific days and times are needed (for CNESST coverage)

date _____ times _____
date _____ times _____
date _____ times _____
date _____ times _____

Its purpose is to enable the shadow to gain:
an understanding of the job role of the person that they are shadowing;
to enhance the student's career development;
to deepen the understanding of the workplace and to improve communication within the workplace.
The job description and course competencies have been attached to this document.

PARTIES SIGNATURES

The parties acknowledge the terms of this contract, the roles and responsibilities listed on the reverse and commit to respect the conditions.

1. For John Abbott College :

_____ Signature | _____ Position | _____ Date

2. For the Company :

_____ Signature | _____ Title | _____ Date

3. Student :

4.

_____ Signature | _____ Date

AGREEMENT
for
Business Administration Observation Stage (Shadowing Activity)
The parties agree to :

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1. THE EDUCATIONAL INSTITUTION:

1.1. Certifies that the student is registered at the college and will continue to be so for the duration of the sales shadowing.

1.2. States that if the student is unpaid, the college is responsible for their CNESST coverage.

1.3. Designates a professor to supervise the BA work shadow.

The Professor will :

a) Assist the **Sales Department/supervisor** to host the shadow by providing him/her with a list of competencies that have been acquired.

b) Contact the **Sales Department/Supervisor** by phone or Email early in the shadowing experience and discuss the students' performance

c) Ensure that the basic objectives of the shadowing are being met. i.e. hours, competencies, working conditions.

d) Take into consideration feedback provided by the **Sales Supervisor** concerning the organization of the Shadowing, the education of the student and the tasks performed by the student.

e) Collect feedback from the student on the quality and success of their experience.

f) Collaborate with the company should specific issues or circumstances arise.

2. THE COMPANY will :

2.1. Designate, from among their employees, a **Sales Employee/Supervisor** who will organize and supervise the student's work.

2.2. Receive the student according to the schedule agreed upon by the coordinator and the shadow supervisor.

2.3. Provide relevant activities which will allow the intern the opportunity to apply his/her theoretical training in the workplace.

2.4. Assume responsibility for any damages caused to materials used by the student unless there is evidence of gross negligence or abuse.

2.5. Respect the applicable standards of the government's "normes du travail".

2.6. **The Company's Stage Supervisor will:**

a) Welcome and orient the student to his/her work environment and coworkers.

b) Inform the student of the company's rules and corporate culture.

c) Make the coordinator aware of any accidents or incidents concerning the intern.

2.7. Make the student aware of the company's rules and emergency regulations.

3. THE STUDENT will :

3.1. Follow the company's code of conduct.

3.2. Respect the confidentiality of the company by not sharing sensitive corporate information.

3.3. Comply with the agreed upon work schedule and undertake all tasks with a positive attitude.

3.4. Wear appropriate clothing, use appropriate language, have a respectful attitude towards coworkers and behave in a suitable manner.

3.5. Respect the property of others.

3.6. Follow the work plan as created by the supervisor. Accept any reasonable tasks assigned.

3.7. Advise the shadow supervisor and coordinator in a timely manner of any and all problems encountered during the shadowing.

3.8. Inform the employer in case of absence or lateness.

3.9. Complete any reports/presentations assigned by the coordinator.

4. "John Abbott College shall have the right to immediately terminate and cancel this contract at any time without any prior written notice to the other party and without any liability whatsoever to John Abbott College, if John Abbott College determines, in its sole and absolute discretion, that the stage activity or event is not, or is no longer, in line with the program of studies, values, morals or mission of John Abbott College, or if the holding of the stage activity or event creates a security concern for John Abbott College."

Business Administration (410.DO) Sales Competencies
To sell products and services in a commercial establishment.
To sell products and services by means of representatives.
To supervise a sales team.
To train sales personnel.
To implement and supervise a customer service operation using a quality approach

Business Administration (410.DO) Program Competencies

COMPETENCIES FOR THE 3 YEAR JAC BUSINESS ADMINISTRATION MARKETING MANAGEMENT PROGRAM

Please check (√) all the possible opportunities for the stage student you will be hosting

01TS To analyze the work functions

01TT To communicate and interact in a business management context

01TU To use current software applications for business management tasks

01TV To use statistical methods to analyze commercial data

01TW To research and analyze commercial data

01TX To establish a marketing plan and ensure its implementation

01TY To use legal resources that apply to commercial activities

01TZ To communicate in French with the personnel and directors of the establishment or company

01U0 To deal with clients and suppliers in French

01U1 To promote products and services using mass media methods

01U2 To sell products and services in a commercial establishment

01U3 To apply management processes in a marketing context

01U4 To form a sales team

01U5 To produce accounting data for management purposes

01U6 To analyze accounting and financial data for commercial management purposes

01U7 To prepare and manage an operating budget

01U8 To ensure merchandise availability in a commercial establishment

01U9 To use up-to-date economic information in commercial management tasks

01UA To sell products and services by means of representatives

01UB To supervise a sales team

01UC To set up a sales space and visual presentation of the products and services

01UD To train sales personnel

01UE To implement and supervise a customer service operation using a quality approach

01UF To research opportunities for international trade

01UG To participate in his or her integration into the job market

01UH To manage a product or service marketing project

JOHN ABBOTT CEGEP/COLLEGE

Business Administration (D.E.C. 410. D0)
Credited Stage (150 hours)

This Internship Agreement states the roles and responsibilities of each of the participants listed below. This contract may be modified by mutual agreement.

1. EDUCATIONAL INSTITUTION JOHN ABBOTT COLLEGE

Address : John Abbott College
21275 Lakeshore Road
Sainte-Anne-de-Bellevue (Québec) Postal Code H9X 3L9
Telephone : 514 457-6610 ext.5910 Fax : 514 457 4730
Email : laura.ricotta@johnabbott.qc.ca or sonia.savvidis@johnabbott.qc.ca
Stage Coordinator : Laura Ricotta or Sonia Savvidis

2. COMPANY _____ Contact Name: _____

Address : _____
_____
_____ Postal Code _____
Telephone : _____ Fax : _____
Email :
Stage Supervisor (who the student will report to) : _____

3. STUDENT

Student's Name : _____

Hours: Minimum total hours = 150 (*i.e.4 wks. @ 37.5hrs or a combination of shifts)*

First and last dates of stage (for CNESST coverage) From_____ to_____

Please note that if weekends or statutory holidays are work days then those days need to be mentioned

- ***The complete program competencies have been attached to this document. Please take a moment to highlight the ones that your stage experience will provide for the intern.***
- ***On a separate page, please describe your organization and provide a job description of the proposed stage. Include the tasks and responsibilities that the student will be assigned. The student should have the opportunity to participate in as many program competencies as possible so that a complete practicum of his/her education can be assessed. Thank you!***

JOHN ABBOTT COLLEGE _____

THE COMPANY _____

THE STUDENT _____

JOHN ABBOTT
CEGEP/COLLEGE

AGREEMENT
for Business Administration Credited Stage

The parties agree to :

1. THE EDUCATIONAL INSTITUTION:

1.1. Certifies that the student is registered at the college and will continue to be so for the duration of the stage.

1.2. States that as the student is unpaid, the college is responsible for the *Commission des normes, de l'équité, de la santé et de la sécurité du travail* (CNESST) coverage. The CNESST coverage applies for work-related accident while at work and for internship related activities only.

1.3. Designates a coordinator to supervise the BA stage.

The Stage Coordinator will:

a) Oversee the quality of the stage and will support and act as a resource for the *stage supervisor*. (See 2.1).

b) Assist the stage supervisor to host the intern by providing him/her with a list of competencies that have been acquired.

c) Contact the stage supervisor by phone or Email early in the stage and visit the student at the half way point of the stage.

d) Ensure that the basic objectives of the stage are being met. i.e. hours, competencies, working conditions.

e) Take into consideration feedback provided by the stage supervisor concerning the organization of the stage, the education of the student and the tasks performed by the student.

f) Collect feedback from the student on the quality and success of their internship.

g) Collaborate with the company should specific issues or circumstances arise.

2. THE COMPANY agrees to :

2.1. Designate, from among their employees, a **Stage Supervisor** who will organize and supervise the student's work.

2.2. Allow the coordinator to visit the student and observe the student at work.

2.3. Receive the student according to the schedule agreed upon by the coordinator and the stage supervisor.

2.4. Provide relevant activities which will allow the intern the opportunity to apply his/her theoretical training in the workplace.

2.5. ***Assume responsibility for any damages caused to materials used by the student unless there is*** *evidence of gross negligence or abuse*

2.6. Respect the applicable standards of the government's "normes du travail".

2.7. **The Company's Stage Supervisor will:**

a) Welcome and orient the student to his/her work environment and coworkers.

b) Inform the student of the company's rules and corporate culture.

c) Plan the work by giving direction and setting goals.

d) Make available to the student the personnel, materials and equipment necessary for the student to perform his/her duties.

e) Within two weeks of the end of the stage, complete and send to the program coordinator the student's final evaluation

f) Assume responsibility for the work performed by the student. Verify the quality of work and provide feedback on the performance and efficiency achieved.

g) Make the coordinator aware of any accidents or incidents concerning the intern.

2.8. Make the student aware of the company's rules and emergency regulations.

3. THE STUDENT agrees to :

3.1. Follow the company's code of conduct.

3.2. Respect the confidentiality of the company by not sharing sensitive corporate information.

3.3. Comply with the agreed upon work schedule and undertake all tasks with a positive attitude.

3.4. Wear appropriate clothing, use appropriate language, have a respectful attitude towards coworkers and behave in a suitable manner.

3.5. Respect the property of others.

3.6. Follow the work plan as created by the supervisor. Accept any reasonable tasks assigned.

3.7. Advise the stage supervisor and coordinator in a timely manner of any and all problems encountered during the stage.

3.8. Inform the employer in case of absence or lateness.

3.9. Complete any reports/presentations assigned by the coordinator.

3.10. That this Internship is non-remunerated.

TERMS AND CONDITIONS

TERMINATION

John Abbott College shall have the right to immediately terminate and cancel this contract at any time without any prior written notice to the other party and without any liability whatsoever to John Abbott College, if John Abbott College determines, in its sole and absolute discretion, that the activity or event is not, or is no longer, in line with the values, morals or mission of John Abbott College, or if the holding of the activity or event creates a security concern for John Abbott College. In such a case, John Abbott College shall be paid for all of the services rendered up to and including the date of said termination.

LAWS
This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Québec, Canada.

LANGUAGE OF CONTRACT
THE Parties hereto have expressly required that the present Agreement and any other contract or document relating thereto be drafted in the English language.

Les parties aux présentes ont expressément exigé que la présente convention et tout autre contrat ou document y afférent soient rédigés en langue anglaise.

PARTIES' SIGNATURES

The parties acknowledge the terms and conditions of this contract, the roles and responsibilities listed above and commit to respect the conditions.

4. For John Abbott College :	Signature	Position	Date
5. For the Company :	Signature	Title	Date
6. Student :	Signature		Date

Student's Name: _____ HR Contact: _____	Company : _____ Address : _____ _____ Supervisor: _____ Telephone : _____ Ext : _____ Email address : _____

Please select the box that best describes the intern's ability relative to the competency measure.

1. TIME MANAGEMENT Ability to optimise ones work to achieve objectives within the prescribed time frame.					
The intern has the ability to:	Surpasses the objectives:	Achieves the objectives:	Partially achieves the objectives:	Does not meet the objectives:	Cannot evaluate;
a) Respect the tasks and projects that we assigned to him/her	☐	☐	☐	☐	☐
b) Establish priorities in he/her work plan	☐	☐	☐	☐	☐
c) Demonstrate initiative for effective and efficient use of time	☐	☐	☐	☐	☐
Comments :					

2. **INTERPERSONAL SKILLS** Ability to work with others					
The intern has the ability to:	Surpasses the objectives:	Achieves the objectives:	Partially achieves the objectives:	Does not meet the objectives:	Cannot evaluate:
a) Establish relationships with co-workers and/or clients	☐	☐	☐	☐	☐
b) Listen to others view points	☐	☐	☐	☐	☐
c) Be polite and courteous to those he/she interacts with	☐	☐	☐	☐	☐
Comments :					

3. COMMUNICATION Ability to articulate efficiently information					
The intern has the ability to :	Surpasses the objectives:	Correspond aux attentes :	Partially achieves the objectives:	Does not meet the objectives:	Cannot evaluate:
a) Articulate his/her ideas clearly	☐	☐	☐	☐	☐
b) Synthesis pertinent information	☐	☐	☐	☐	☐
c) Present written documents of quality	☐	☐	☐	☐	☐
d) Master the English language	☐	☐	☐	☐	☐
e) Clearly communicates in French	☐	☐	☐	☐	☐
Comments :					

4. SENCE OF RESPONSIBILITY Ability to measure ones actions and appreciate consequences					
The intern has the ability to :	Surpasses the objectives:	Achieves the objectives :	Partially achieves the objectives:	Does not meet the objectives:	Cannot evaluate:
a) Seriousness and acknowledge the importance of a task assigned to him/her	☐	☐	☐	☐	☐
B) Aspire confidence when giving him/her a task to complete	☐	☐	☐	☐	☐
c) Be punctual and time on task with his/her assigned work	☐	☐	☐	☐	☐
Comments :					

5. JUGEMENT Ability to understand the consequence of his/her own actions					
The intern has the ability to :	Surpasses the objectives:	Achieves the objectives :	Partially achieves the objectives:	Does not meet the objectives:	Cannot evaluate:
a) Recognise concerns and potential issues within a situation	☐	☐	☐	☐	☐
b) Identify possible solutions to current issues at hand	☐	☐	☐	☐	☐
c) Ask appropriate questions to the right individuals at the right time.	☐	☐	☐	☐	☐
d) Show discretion and sensitize confidentiality	☐	☐	☐	☐	☐

Comments:

6. PRODUCTIVITY Ability to work efficiently and effectively.					
The intern has the ability to :	Surpasses the objectives:	Achieves the objectives :	Partially achieves the objectives:	Does not meet the objectives:	Cannot evaluate:
a) Understand and use all the information available to him/her to complete tasks	☐	☐	☐	☐	☐
b) Deliver his/her work with diligence and effectiveness	☐	☐	☐	☐	☐
c) Demonstrate interest and motivation with the work at hand assigned.	☐	☐	☐	☐	☐
d) Highlight and utilise his/her skills	☐	☐	☐	☐	☐
Comments: identify when the intern highlighted his/her skills					

7. ABILITY TO ADAPT Ability to adapt in various work situations and change work assignments seamlessly.					
The intern has the ability to:	Surpasses the objectives:	Achieves the objectives :	Partially achieves the objectives:	Does not meet the objectives:	Cannot evaluate;
a) Willingly accept a new task within his/her regular assigned workday:	☐	☐	☐	☐	☐
b) Accept constructive criticism and apply the corrective measures needed to complete assigned work	☐	☐	☐	☐	☐
c) Adapt to the corporate culture	☐	☐	☐	☐	☐
d) Alter or modify his/her behaviour with respect to new challenges	☐	☐	☐	☐	☐
Comments:					

8. PRIDE IN WORK Ability to complete and submit a high standard of work					
The intern has the ability to :	Surpasses the objectives:	Achieves the objectives :	Partially achieves the objectives;	Does not meet the objectives:	Cannot evaluate:
a) Take attention to detail as he/she is preforming a task	☐	☐	☐	☐	☐
b) Verify his/her work and make sure that all submitted work is well done without errors or any oversights	☐	☐	☐	☐	☐
c) Research ways to improve his/her knowledge and skills to be better prepared for assigned tasks	☐	☐	☐	☐	☐
d) Demonstrate his/her own high standard of quality of work	☐	☐	☐	☐	☐
Comments:					

9. TEAM SPIRIT Ability to work with others to achieve common goals					
The intern has the ability to :	Surpasses the objectives:	Achieves the objectives :	Partially achieves the objectives:	Does not meet the objectives:	Cannot evaluate:
a) Understand the corporate strategy and contribute to the set objectives	☐	☐	☐	☐	☐
b) Work efficiently by collaborating with his/her team	☐	☐	☐	☐	☐
c) Bring forward his team by making suggestions	☐	☐	☐	☐	☐
d) Be a team player	☐	☐	☐	☐	☐
e) Recognize and hedges on other team members skills and strengths	☐	☐	☐	☐	☐
Comments:					

10. TECHNICAL SKILLS Ability to make connections with his/her studies and the work assigned					
The intern has the ability to	Surpasses the objectives:	Achieves the objectives :	Partially achieves the objectives;	Does not meet the objectives:	Cannot Evaluate
a) Complete various tasks related to his/her field of study *(program competency list provided with internship contract)*	☐	☐	☐	☐	☐
b) Make links between his/her field of study and the reality of the work force	☐	☐	☐	☐	☐
c) Use the tools and software provided by the company	☐	☐	☐	☐	☐
d) Complete the work assigned	☐	☐	☐	☐	☐
e) Apply his/her expertise from his/her study program to work situations that may arise	☐	☐	☐	☐	☐
Comments :					

Global appreciation of the intern	Superior ☐	Satisfactory ☐	Average ☐	Below Average ☐
Comments : This evaluation was discussed with the intern? : Yes ☐ No ☐				
Would you hire this intern in the future?	Yes ☐	No ☐	Maybe ☐	
Did you enjoy the experience and rehire another intern?	Yes ☐	No ☐	Maybe ☐	
Comments :				
Name : _____ Title : _____ Signature : _____ Date : _____				

Please return this document to:
Laura Ricotta, bur. ATE, John Abbott College, 21275 ch. Ste-Anne-de-Bellevue, QC, H9X 3L9
Questions? Laura.ricotta@johnabbott.qc.ca

Typical Questions one might want to ask host employer about Intern

TO THE EMPLOYER/SUPERVISOR:

1. Was the **matching** of the candidate and the workplace OK?
2. Did the internship stimulate the trainees to moments of **independent** learning and/or training?
3. Training: are adjustments necessary to allow for a better **connection** between the industrial sector and training (the college: Business Program)? : focus on **key competencies** (e.g. technical skills? social skills? Professional skills?).
4. The practical **organization** of the internship: did anything go wrong?
5. The role of the **supervisor**: did the intern meet the expectations of the organization?
6. The **timing** of the internship: when is the best period?
7. Would you repeat the activity? **This part is important to the Program**
    - Hire another intern (next winter)?
    - Come to the Speed Mentoring next year (winter).
    - Hire a co-op student? (This summer next summer?)
    - Participate in the Job Shadowing for 5th Semester students?
    - Want to be included in a focus group?

TO THE STUDENT

8. What remarks did **the trainees** give you on the given work assignments?
9. Did the planning of the internship work well with the student's expectations.
    - Did the student learn anything?
    - What can be improved upon for next time?
10. Training: are adjustments necessary to allow for a better **connection** between the industry and training (the college: Business Program)? : focus on **key competencies** (e.g. technical skills? social skills? Professional skills?

recommendation

Adjacent Clauses

1.) Personal Passenger Vehicles used by the interns (students) for internship purposes

The intern is signing this document because he/she has agreed to use his/her car for the purpose of the internship and has informed the college

Agreed on DATE: _____ Student signature: _____
Print name and student number: _____

John Abbott College will not be held responsible for any damages or costs incurred to said vehicle NOR assume any responsibility for Civil Liability or bodily harm.

The Internship Company should pay to the intern (student) even if the internship is not paid

(a) The allowable km per day used, (at the rate of .51 cents/km) and

(b) Any additional insurance costs for the usage of personal vehicle during the internship period.

2.) Travel Expenses by the interns (students) for internship purposes

The intern is signing this document because he/she has agreed to travel for the purpose of the internship and has informed the college.

Agreed on DATE: _____ Student signature: _____
Print name and student number: _____

John Abbott College under no circumstances will be held accountable to any travel expenses the intern incurs. The host company and/or the student are responsible for such costs.

The host company and/or the student are responsible for such costs. Proof of travel insurance is required.