Université de Montréal

Internship Approval Form - Canada
Bachelor's Degree in Neuroscience

complete the fields outlined in red

Student and internship identification

Student's last name and first name :

Student ID :

Internship term :
Sum. ◯ Fall ◉ Winter ◯ year : 2027

Internship **NSC**

Regular stream **3010** ◉

Honours stream **4010** ◯

Supervisor identification

Last name and first name :

Department, institution or Centre :

Email address :

To be approved, the internship must meet the following objectives :

General objectives :

- Acquire practical workplace experience relevant to the student's education to support personal and professional development and interpersonal skills.
- Develop the skills required for research in a given field.

Specific objectives :

- Actively participate in work carried out at the host institution, such as developing protocols, technical work, and analysing and discussing results in relation to current knowledge. **The student's participation must not be limited to technical work.**
- Promote the application of prior theoretical learning and the acquisition of knowledge essential to working in a professional setting.
- Acquire skills applied to problem solving in a research context
- Develop expertise in oral and written communication and in the critical analysis of scientific literature.

Obligations of the intern and supervisor : refer to the document General Information on Neuroscience Internships on the Department of Neuroscience website : https://neurosciences.umontreal.ca/etudes/baccalaureat/stages/

Internship project description : This form serves as a guide for the intern and a form of contract binding the intern and their supervisor and specifying each party's responsibilities. It must include a title and the most complete possible description of the internship project, including a general overview of the field and the intern's specific topic (questions and/or hypotheses); the methodological approach, techniques used by the intern and methods of analysis. **Specifically describe the tasks and responsibilities assigned to the intern and the objectives to be achieved.** If appropriate, describe technical assistance or supervision provided by other lab members, as well as any other research training activity. **Any major change to the project must be approved by the course coordinator.**

Project title :

Description (Project and intern's tasks) :

(Please sign and submit this form to the internship coordinator)

Signatures :

Supervisor : _____ **Intern :** _____ **Date :** _____

For program use only : **Internship approved :** _____ **Date :** _____

RESPONSIBILITIES

The parties commit to respecting the following responsibilities:

Host Organization

a) Ensure that the Intern is given the necessary information to complete the required administrative processes and help them integrate into their internship environment (procedural rules, dress code, security/safety measures, etc.), plan for the Intern's arrival and inform any relevant persons within the Host Organization of the Intern's arrival, as well as answer any questions the Intern has about the Host Organization and the internship.
b) Supervise, coach, train and support the Intern throughout the internship so that they can adequately meet the internship objectives indicated in the Internship Plan, and regularly provide the Intern with constructive and helpful feedback to develop their professional competencies.
c) Complete the Internship Report Evaluation Form and the Competency Evaluation Form for the task and activities described in the Internship Plan and the achievement of internship objectives or other documentation according to the terms set out by the program.
d) Correct and evaluate the Student Intern's research proposal in accordance with the program requirements.
e) Immediately inform the UdeM Internship Coordinator of any unresolved issue or of any incident or accident involving the Intern and provide them with all necessary information, including the incident or accident report form.
f) Other responsibilities expected from the Host Organization for the internship, if applicable.

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a) Provide the Intern with administrative and educational support before, during and after the internship.
b) Provide the Host Organization with the necessary support to implement and carry out the internship.

Intern

a) Actively take part in the internship by carrying out the responsibilities and obligations outlined in this Agreement.
b) Comply with the rules, policies, and codes of conduct that the Host Organization has in place in respect to its activities and to the internship. As the Intern is still enrolled at Université de Montréal, they must also comply with UdeM's regulations and policies during the internship.
c) Immediately contact the Host Organization Internship Supervisor if there is a problem related to the internship and inform the UdeM Internship Coordinator as soon as possible.

d) Return to the Internship Supervisor, at the end of the internship, all documents, access cards, unused supplies or equipment provided during the internship; no copies of documents may be kept.

REGULATORY AND LEGAL FRAMEWORK

The parties agree to comply with all applicable laws and regulations during the internship.

- **Absence and Extension of Internship**

Absence. During their internship, the Intern may be absent from their internship on the statutory holidays scheduled by the Host Organization.

Any absence, even for a valid reason, may impede the Intern's capacity to achieve the Internship's learning or training objectives. After reviewing the elements specific to each situation, including the duration of the Internship, and with a view to ensuring the Intern's success, UdeM may require that the Internship be extended, postponed, or repeated, depending on the circumstances.

The Intern must report any absence during the Internship to the Host Organization's Internship Supervisor within at least 24 hours, and to the UdeM Internship Coordinator, by email.

Extension. The UdeM Internship Coordinator must approve any extension or postponement of the Internship that alters the terms and conditions set out in this Agreement.

- **Confidentiality and Protection of Personal Information**

The Host Organization and the Intern agree to comply with applicable obligations regarding the protection of personal information, including during the collection, use and destruction of personal information, particularly in relation to:

- any group or clientele that may come into contact with the internship environment.

The Intern agrees to maintain the confidentiality of any information identified as being confidential that the Host Organization will share with the Intern during the internship.

The Intern may use data or information from the Host Organization, collected during the internship, in their academic work or internship report. However, unless prior written authorization has been granted by the Host Organization, if this data and/or information involves Confidential Information, the Intern can only share it with individuals who need to review the information within the framework of the Study Program, specifically to evaluate the internship, and who have agreed to keep the information confidential.

The Host Organization agrees to maintain the confidentiality of any personal information regarding the Intern, including information about their evaluation, and to only communicate this information for the purposes of this Agreement.

- **Behavioural Integrity**

The Host Organization commits to:

- Providing the Intern with placement conditions free from all forms of violence, sexual misconduct, incivility, harassment, discrimination, or racism, in accordance with Université de Montréal's policies regarding behavioural integrity.
- Collaborating with University stakeholders to resolve any problematic situation that arises during the internship.
- Providing the Intern with the Host Organization's policy on psychological harassment prevention and complaint handling.
- If a report of sexual violence is made by the Intern or involves the Intern, informing the University's Office of Respect for the Person (respect@umontreal.ca) as soon as possible.

The Intern commits to:

- At all times, demonstrating respectful and professional conduct, and contributing to maintaining an internship environment free from all forms of violence, sexual misconduct, incivility, harassment, discrimination, or racism, in accordance with UdeM and/or the Host Organization's policies regarding behavioural integrity.

- **Occupational Health and Safety**

The Host Organization must comply at all times with applicable legal obligations relating to occupational health and safety and psychological harassment at work, including:

- Informing and training the Intern on the risks associated with their tasks;
- Ensuring that the concepts of occupational health and safety are present in the Intern's training plan;
- Informing the Intern of the preventative measures in place as well as all measures necessary to protect their health and safety during the internship.

In this respect, the Intern is responsible for:

- Reviewing the Host organization's policies, procedures and guidelines regarding occupational health and safety;
- Complying with safety instructions and work methods related to occupational health and safety in the internship environment.
- Ensuring that they do not endanger the health, safety, physical or mental integrity of others.
- Participating in identifying and eliminating the risks of work-related injuries and occupational illnesses at the internship location.
- Informing their UdeM Internship Coordinator of any incident or accident involving them.

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Faculté de médecine
Département de neurosciences

AND THE PARTIES HAVE SIGNED at the location and on the date indicated beside their respective signatures.

Department Chair or Associate Dean of Academic Affairs **designated by the Université de Montréal**	
Name	
Title	
Signature	
Date	

Host Organization	
Name	
Title	
Signature	
Date	

Student intern :	
Name	
Signature	
Date	

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Faculté de médecine
Département de neurosciences

ANNEXE

Intellectual Property

1. Copyright of Academic Work

The Intern is the sole copyright holder of all academic work (*internship report, Honor project, oral presentation and accompanying slides*) they produce as author and that relates to their internship activities.

2. Copyright of Deliverables

Deliverables are outputs or products useful to the Host Organization for the continuation of its activities related to the topic worked on by the intern, as outlined in the Internship Plan. They may be of various types and formats, intended for audiences internal or external to the Host Organization, and may be in any type of media.

The Intern hereby cedes to the Host Organization, free of charge, all intellectual property rights that may ensue from the deliverables. This cession is granted without territorial or time limitations and without any restrictions whatsoever.

3. Moral Rights to Deliverables – Right of Attribution

While the Intern has ceded their copyright of the deliverables, they retain full attribution rights to the deliverables they produce or co-produce during the internship. The Host Organization agrees to acknowledge this right by including the Intern's name as author or co-author of a deliverable when sharing or publishing it.

4. Moral Rights to Deliverables – Right to Integrity

Having ceded their copyright and retained their right of attribution, the Intern waives their moral right to the integrity of the deliverables in favor of the Host Organization and, consequently, consents in particular to the Host Organization:

Modifying the deliverables with respect to their form and presentation in any way that, in the Host Organization's opinion, will be useful or necessary for their use;

a) Modifying the deliverables with respect to their content to ensure that they remain current and relevant;
b) Correcting any inaccuracies of any kind, as well as any spelling, punctuation, or syntax errors;
c) Using the deliverables in connection with any cause, service, or institution whatsoever.

Insurance

1. Civil and Professional Liability Insurance

- Option 1 – Unpaid Internship
UdeM has civil and professional liability insurance that covers the Intern during the internship.

- Option 2 – Paid Internship
If the Intern is paid by the Host Organization for the internship, the Intern shall be considered to be an employee of the Host Organization and therefore will be covered by the Host Organization's civil and professional liability insurance.

2. **Workplace Injuries**

   For paid internships, as an employer, the Host Organization is responsible for obligations relating to workplace injuries.

Inappropriate Behaviour and Termination

1. If the Intern does not comply with the Host Organization's regulations and policies (insubordination, unjustified absences, plagiarism, harassment, inappropriate behaviour toward a co-worker or superior, etc.) or those of this Agreement, the Host Organization shall promptly advise the Internship Coordinator so that UdeM and the Host Organization can determinate an adequate solution.

2. If, according to the Host Organization or UdeM, the severity of the Intern's breach of conduct or behaviour in carrying out the internship activities is such that no satisfactory measure can be taken in this respect, the Host Organization or UdeM may terminate the internship. This shall be done by sending the other Party, with a copy to the Intern, a notice of at least 5 business days indicating the reasons justifying such termination.

3. UdeM also reserves the right to terminate this Agreement in the event of a serious breach on the part of the Host Organization of the conditions and obligations set out in this Agreement.

Applicable Law

Each Party agrees to conduct the activities arising from this Agreement in accordance with applicable [provincial/federal] laws and regulations**.**