

Herein referred to as the *Employer*,

|  |              |
|--|--------------|
| Employer:                                      |              |
|  |              |
| Address:                                       |              |
| City:  | Postal code: |
| Name of employer's representative:             |              |
| Title / function of employer's representative: |              |
| E-mail:  |              |
| Phone :  | Fax:         |

Herein referred to as the *Cégep*,

|                         |  |
|-------------------------|--|
| Cégep de l'Outaouais:   | 333, boulevard de la Cité-des-Jeunes, Gatineau, (Québec) J8Y 6M4 |
| Internship Coordinator: |  |
| Program:                |  |
| E-mail:                 |  |
| Phone:                  | Fax:   |

Herein referred to as the *Intern*,

|                |              |
|----------------|--------------|
| Intern's name: |              |
| Address:       |              |
| City:          | Postal code: |
| Programme:     |              |
| E-mail:        | Fax:         |
| Phone (home):  | Phone (cel): |

The participants mentioned above agree to the following:

1. The *Employer* agrees to allow the intern to his workplace during the following period:

Date the internship period  
begins:

Date the internship  
period terminates:

2. The normal week of work will be between 37.5 and 40 hours.
3. The *Employer* agrees to pay the *Intern* the hourly rate of \_\_\_\_\_ \$ during the entire period of internship.
4. During the internship period, the *Employer* agrees to provide the *Intern* with adequate personal, professional and technical supervision.
5. The *Employer* agrees to provide the *Intern* with a safe and secure working environment.
6. The *Employer* agrees to meet with the *Internship Supervisor* when he or she visits the site of employment.
7. The *Employer* agrees to complete the *Internship Evaluation Form* and to remit said form to the *Internship Supervisor* at the termination of the internship period.
8. The *Intern* will be required to fulfill the following tasks and duties:

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9. The *Intern* agrees to fulfill the tasks and duties described above and to respect all existing rules and policies related to this employment as well as all requirements of discretion and confidentiality.
10. The *Cégep* will assign an *Internship Supervisor* who will insure necessary liaison with the parties and who will visit the *Intern* and the *Host Supervisor* at the place of employment.
11. The *Cégep* agrees to furnish proof that persons present at the place of work will be covered for civil liability by a valid insurance contract. In the case of internships where the intern receives no pay or stipend, the *Cégep* also agrees to furnish proof that such persons are covered by the necessary occupational health and safety provisions for work-related accidents.

In witness whereof the parties affix their signatures at \_\_\_\_\_, on \_\_\_\_\_

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Internship Coordinator

\_\_\_\_\_  
Title / function of employer's representative

\_\_\_\_\_  
Designated Program

\_\_\_\_\_  
Intern