



Learning, Confidentiality and Professional Conduct Agreement

A commitment to ethical and professional conduct is expected of all students enrolled in POSC 4600. Before beginning a work placement a student (hereafter the “intern”) must review this Agreement with a potential employer (hereafter the “supervisor”).

Academic Transcript

To assist supervisors in arriving at a placement decision, upon request a copy of the intern’s university academic record can be provided by the intern or by the POSC 4600 course administrator.

Duration of Work Placements

Placements are for 12 weeks at eight hours per week (96 hours total). Work hours should begin near the beginning of the first month of a semester (September, January, May). Placements are normally, but not necessarily, unpaid. The supervisor and the intern should negotiate agreed upon work days, times, and the placement site.

Work Log

The intern must document weekly work activities on a work log. The intern is expected to show this log to the supervisor at regular intervals so that the supervisor is kept informed about the work performed. The Political Science faculty member administering POSC 4600 must be given a copy at a designated point of the semester in the event that intervention is needed to ensure that the internship is staying true to the course’s objectives.

Learning Opportunities

Students should have opportunities to apply research and analysis skills as they relate to the discipline of Political Science, as well as invitations to attend special events. A student should not be unduly tasked with clerical duties (e.g., photocopying, filing) however administrative tasks (e.g., meetings, planning) are to be expected. Students should be extended extracurricular opportunities, such as observing elected officials in the legislative chamber, attending a news conference, participating in a workshop, job shadowing, monitoring an issue in the news, accompanying the employer to an external meeting, etc.

Mutual Benefits

Benefits to the student: Seek out a position relating to his/her interest; learn by strengthening academic skills and knowledge; gain professional work experience and explore career options; may assist in securing paid work experience after graduation; personal growth and an opportunity to contribute to the community.

Benefits to the employer: Access to a junior professional-level worker; achieve progress on one or more projects, in some instances with limited supervision; contribute to a dynamic workplace culture; opportunity to contribute to a young person’s knowledge and influence his/her career path.

Behavioural Expectations and Expectation of Non-Disclosure

Students are representing Memorial University and the Department of Political Science. They are expected to behave in an ethical manner at all times during their work placement. This includes, but is not limited to, treating all individuals with respect; handling information or documents with an appropriate level of care and confidentiality; presenting oneself in a professional manner; and avoiding conflict of interest.

At times during the work placement the student may receive and/or be exposed to proprietary information. By signing this Agreement, the student declares that he/she will treat any and all proprietary information in confidence. No proprietary non-public information or data are to be used by the student outside of the workplace without the express prior written consent of the employer.

Completion of the Placement

Upon completion of the required 96 work hours, the supervisor is required to submit a brief performance assessment (including a grade) directly to the course instructor. Alternatively the supervisor may complete the form “Evaluation of Intern’s Work” so as to provide important feedback on the student’s performance. Ideally the supervisor will engage in a brief exit interview with the student to discuss this evaluation.

Guidance

Questions about learning opportunities, confidentiality and professional conduct are to be directed to the work placement supervisor and/or the POSC 4600 course administrator, as appropriate.

Initial this page as having been read

Student’s initials: _____

Supervisor’s initials: _____

Initial Discussion Checklist (✓)

- Start date, days of work and workday schedules have been discussed.
- The viability of completing work hours during the student's semester break has been discussed.
- Placement work location and (if applicable) remuneration have been discussed.
- Opportunities to apply research and analysis skills have been discussed.
- Opportunities to attend special events have been discussed.
- Confidentiality matters have been discussed.
- The intern agrees not to discuss the position or organization on social media (e.g., Facebook, Twitter).
- The "Work Log" form and "Evaluation of Intern's Work" form have been discussed.
- What the intern should do if he/she is running out of work tasks has been discussed.

This agreement made on the _____ day of _____ (month), 20_____.

Student's name (print): _____

Student's Major: _____

MUN email address: _____

Student's signature: _____

AND

Employer's name (print): _____

Employer's title: _____

Organization: _____

Phone number: _____

Email address: _____

Employer's signature: _____

The completed original is to be provided to, and kept on file by, the POSC 4600 course administrator. Copies will be provided by email to the supervisor and to the intern.