

# UBC iSchool Hands-on Learning Program Agreement

Please Print or Type

Name of Organization: \_\_\_\_\_

Course (Placement): \_\_\_\_\_

Supervisor Info: \_\_\_\_\_  
Name Phone Email

Student Info: \_\_\_\_\_  
Name Program Email

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This agreement is entered into between the iSchool (Library, Archival and Information Studies) (“School”) at The University of British Columbia (UBC), and the organization whose name appears above (“Organization”), for the purpose of providing a work experience (“Placement”) to students with the Master of Library and Information Studies (MLIS), Master of Archival Studies (MAS), and DUAL Master of Archival Studies/Library and Information Studies (MASLIS) degree programs.

## TERMS AND CONDITIONS

- A. **Work Hours/Payment for Work.** The School’s hands-on learning program consists of courses within which students obtain credit towards their degree program. Students are not to receive compensation for the work completed on the Organization’s project. Students participating in this program are required to complete the hours for each Placement as outlined on the School course pages. When a student achieves the number of hours required, this agreement will terminate.
- B. **Nature of Work.** The parties understand and agree that the work to be performed under this agreement is to be established through consultation with the Organization and the student prior to the commencement of the Placement.
- C. **School Responsibilities.** The School Shall:
1. Establish the eligibility of students participating the Placement.
  2. To the best of its ability, refer qualified eligible students to the Organization for the Placement.
  3. Notify the Student and Organization of reporting and evaluation requirements for the placement as outlined in placement guidelines.
  4. Notify the Organization of any changes to Placement.
- D. The student is responsible for:
1. Completing the relevant forms required for the organization of the placement.
  2. Planning the placement with the Student Services Coordinator.
  3. Liaising with the placement host concerning the placement.
  4. Discussing with the placement host, or other organizational staff, ideas for their placement-related plan (if applicable).
  5. Contributing to the work of the host organization.

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6. Reporting any problems, as soon as possible, to the placement host and/or the Student Services Coordinator.
7. Writing a letter of thanks at the end of the placement to the placement hosts.
8. Submitting reports relating to the placement (if applicable).

*Additionally, the student is expected to:*

1. Be able to communicate in a professional manner with staff and clients.
2. Undertake the placement without remuneration.
3. Work the hours assigned by the placement host.
4. Treat all staff with respect and consideration.
5. Present him or herself in a professional manner.
6. Act ethically and responsibly with the host organization, staff and clients.
7. Observe the host organization's dress code.
8. Undertake all duties assigned to them during the placement.
9. Observe public holidays taken by the host organization.
10. Notify the placement host at the beginning of the working day in cases of ill health. A medical certificate must be produced for any sick leave of more than two days.
11. Report to the Student Services Coordinator any significant loss of time at the placement site due to illness or other problems so that decisions can be made about whether or not the student should make up this time.

E. Organization responsibilities. The Organization Shall:

1. Provide an outline of expected Placement activities to be performed by a student under this agreement, as well as a copy of any additional documentation required by the Organization.
2. Establish an hourly schedule for the student which is reasonable and ensures that the student does not exceed the hourly requirement established for the Placement.
3. Provide qualified mentorship and supervision to the student while they are on Placement.
4. Maintain proper working conditions and allow site visits if required.
5. Complete all required reporting and evaluation as established by the placement coordinator.
6. Confer with the School's placement coordinator prior to dismissing any student on Placement.

F. **Insurance.** Students engaging in a hands-on learning course within the province of British Columbia **may be covered** via WorkSafeBC if they experience work-related illness or injury while doing their practicum; approval will be reviewed on a case-by-case basis. Details on coverage can be found: <http://rms.ubc.ca/health-safety/student-safety/practicumclinical-placement-student-safety/>

Placements outside of British Columbia will require students to purchase student insurance through UBC Risk Management. Details on obtaining that insurance can be found: (<http://rms.ubc.ca/insurance/insurance-programs/student-insurance-optional/>)

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Students must complete the following form via the iSchool website to obtain the UBC Risk Management insurance coverage. The iSchool office will process the insurance request before the student commences their placement.

<https://lais.air.arts.ubc.ca/students/insurance-frm/>

\_\_\_\_\_  
(Signature Student)

\_\_\_\_\_  
(Signature Host)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

Date: \_\_\_\_\_, 20\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Practicum Coordinator)

\_\_\_\_\_  
(Signature)