

Carolinian Canada Coalition

Collaborating for a Healthy Ecoregion

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CAROLINIAN CANADA STUDENT INTERN PROGRAM (CCSI) For Habitat Stewardship & Research LETTER OF AGREEMENT 2010-11

_____ (Organization) is agreeable to the guidelines for the Carolinian Canada Coalition & University of Waterloo Faculty of Environment Student Intern Program for Employers and Students.

The employer agrees:

- 1) To match the contribution from the University of Waterloo, Faculty of Environment on a 1:1 basis for student wages, expenses and disbursements, based on the agreed budget (may include up to a maximum of \$1,500 in-kind).
- 2) That a maximum of \$1,000 of the agreed budget will be used for field support expenses (e.g. accommodation and travel) and a maximum of \$500 will be used for supervision, training, equipment, administration or miscellaneous expenditures.
- 3) That the payment for vacation and related entitlements required by the Province should be included as part of the direct pay to the student and not as an addition based on a \$9,000 salary or the agreed budget.
- 4) That the student is being hired to work on coastal species at risk research and stewardship and not support on other projects with this as an overflow activity.
- 5) That the student will be insured for any research, travel or related risks.
- 6) That the student will submit reports as per the attached reporting requirements.
- 7) That the student will be given time to prepare a report on the assigned project before the end of the work term and provide 1 day of student work for attending and assisting at a CCC workshop, and promoting the project. (3 weeks notice will be given).
- 8) To **invoice** Carolinian Canada Coalition as follows:
 - \$2,000 with the Mid-Term Report submission; and
 - the balance owing with Final Report submission.

Organization Signatory, Name, Title & Signature

Date