



UBC ARTS AMPLIFIER – PAID INTERSHIPS AND COLLABORATIVE RESEARCH PROJECTS, GRADUATE STUDENTS | TERMS AND CONDITIONS

The terms and conditions (the “Terms and Conditions”) contained in this agreement are designed to comply with the requirements of BC’s Freedom of Information and Privacy Act. It reflects your right to privacy and permits the UBC Arts Amplifier (the “Amplifier”), which is part of the Arts Work Integrated Education programming, to disclose relevant information about you to current and potential Amplifier employers as a part of your participation in a paid internship or collaborative cohort project. This document also stipulates Amplifier regulations and expectations. It is intended to ensure procedural fairness for individuals by establishing a set of principles governing all Amplifier graduate students and administered by UBC Arts Amplifier. These Terms and Conditions are in addition to those regulations listed in the University of British Columbia Academic Calendar.

The UBC Arts Amplifier reserves the right to update, modify, or revise these Terms and Conditions, and we will advise you of any changes.

Questions about the collection of this information may be directed to Letitia Henville, Manager, Graduate Work Integrated Learning Programs, Arts, at letitia.henville@ubc.ca

I have read and understand the Terms and Conditions and agree to comply with them. I agree:

1. INFORMATION RELEASE

1.1	That the Amplifier office will access my academic records for the purposes of the employment placement.
1.2	To permit UBC to release information about me including my résumé, cover letter, transcripts, contact information, citizenship status, and other relevant information to prospective employers to secure employment for an Amplifier internship or collaborative cohort project.

2. COMMUNICATION WITH THE AMPLIFIER OFFICE

2.1	To respond promptly to all messages from Amplifier staff.
2.2	To notify the Amplifier staff, in writing, of any changes regarding my work eligibility, work status or current contact information.
2.3	To inform the Amplifier Initiative staff as soon as reasonably possible of any inappropriate, unsafe, and/or unethical behaviour or treatment during my participation in an employment placement, including during the recruitment process, in an interview, or in the workplace.

3. ACADEMIC PERFORMANCE & STUDENT CONDUCT

3.1	To behave appropriately and according to all UBC policies, procedures and guidelines for the duration of my participation in the employment placement.
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4. EMPLOYMENT PLACEMENT SEARCH PROCESS

4.1	That I will only submit applications to positions that I intend to accept if offered.
4.2	That I will not solicit positions from an Amplifier employer directly on my own without prior permission from Amplifier staff.
4.3	To provide the Amplifier and prospective employers with accurate and appropriate information regarding my qualifications and interests.
4.4	That I will provide truthful and accurate information in my application packages, during interviews or meetings with prospective employers.

5. INTERVIEWS

5.1	To attend all interviews with employers who have selected me as a candidate, and to conduct myself professionally throughout the process.
5.2	That interviews will only be rescheduled at the sole discretion of the employer, for exams, health reasons or emergencies and I will notify Amplifier staff immediately of any interviews I am unable to attend for any reason.
5.3	To notify the Amplifier staff of the details of all interviews an employer arranges directly with me.
5.4	To contact the Amplifier office as soon as possible after an interview if I do not want to accept the position if offered.

6. EMPLOYMENT OFFERS

6.1	That I will accept or reject all employment offers received by way of the Amplifier through the Amplifier staff.
6.2	That I will be required to pay the necessary travel and/or relocation expenses (such as housing), if not subsidized by the employer, when accepting positions not within close proximity of my current home or campus.
6.3	That if I am already employed by UBC in any capacity I will ensure that acceptance of employment through the Amplifier does not compromise my UBC employment obligations and that my UBC supervisor is aware of my employment through the Amplifier.
6.4	To respond to an employment placement offer, indicating whether I will accept or decline the offer within 2 business days, unless a shorter period is specified by the employer.
6.5	To accept the salary offered by employers understanding that the work terms are paid employment and reflect the organization's salary scale and my level of training and experience. I will not negotiate the salary offered.
6.6	That once I have signed an offer of employment and/or agree to a verbal offer of employment, I am expected to satisfy the requirements of my employment contract.



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6.7	That once I have accepted an employment offer (either verbally or in writing), I will not accept any other offers or requests for interviews for the employment placement term(s) covered by the employment contract.
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7. THE EMPLOYMENT PLACEMENT TERM

7.1	That I am responsible to ensure I have the appropriate documentation, e.g. work permit, visa, Social Insurance Number (SIN), health insurance, and so forth, prior to commencing the internship or collaborative cohort project.
7.2	That, while on an employment placement, I am an employee of the employer and not an employee or agent of the University. In all matters relating to work activities, I am under the supervision and direction of the employer and not under the supervision and direction of the University.
7.3	To discuss with my employer or Amplifier staff as soon as reasonably possible of any inappropriate, unsafe, and/or unethical behaviour or treatment during an internship or collaborative cohort project.
7.4	To comply with all policies and procedures of my employer, including policies regarding use of social media, cell phones, company vehicles, and confidential/proprietary information, both during and after an internship or collaborative cohort project.
7.5	That during my employment placement, I do not intend to go on a leave of absence from my graduate program.
7.6	To complete any evaluation that the Amplifier staff sends to me at the end of the employment placement.

8. SCHEDULE CHANGE AND WITHDRAWAL FROM THE EMPLOYMENT PLACEMENT

8.1	That any requests to withdraw from an employment placement search term, to deviate from the placement schedule, or to fully withdraw from the employment placement must be formally communicated in writing to the Amplifier staff.
8.2	That I will not be permitted withdraw from a paid internship or collaborative cohort project after I have accepted an employment offer or while on an employment placement, unless I am concerned about my ability to perform the work safely, and that, if I am unsafe while on a paid internship or collaborative cohort project placement, I will immediately contact Arts Amplifier staff.



UBC Arts Amplifier

By signing below, you are confirming that you understand and agree to comply with all of the statements in these Terms and Conditions.

Full Name: Scott Stephen

UBC ID Number: 35628122

Date: 2022-08-14

Signature: Scott Stephen
