

ARTC Residency MOU

Residency Information (to be completed by the residency supervisor)

Student Name:

Supervisor Name:

Organization:

Description of residency opportunity:

Residency start date:

Residency end date:

Hours of work per week:

Hourly wage:

Responsibilities of the host organization/supervisor

- Prior to the start of the placement, outlines the activities and duties to be completed by the student resident.
- Provides appropriate guidance, supervision, and feedback to the student throughout his/her placement.
- Ensures the student is aware of organizational guidelines and departmental policies, and that the student sign any necessary documentation (i.e. confidentiality agreement) as required by the organization.
- Treat students in the same way as other employees in matters of rules, regulations, and discipline.
- Contact the ARTC residency lead in a timely manner if any issues arise with the placement.
- Maintain comprehensive general liability coverage appropriate to the organization including Employer's Liability. Student residents are to be covered by Workplace Compensation in accordance with the employer's operations and government regulations for the region, province, or country of employment.
- Have and abide by discrimination, harassment, and sexual harassment policies and procedures.

- Complete a residency evaluation at the end of the placement and assign a 'pass' or 'fail' to the student resident based on their performance during the placement.

Responsibilities of the student resident

- Honor the acceptance of a residency placement as a contractual agreement with the employer.
- Respect employee policies, procedures, and confidentiality agreements.
- Act as an ambassador for the ARTC by striving to be productive, motivated, and responsible while completing the residency.
- Contact the ARTC residency lead in a timely manner if any issues arise with the placement.
- Be open to feedback and guidance from the host supervisor and/or other employees at the host organization.
- Complete a residency evaluation at the end of the placement.

Responsibilities of the ARTC

- Facilitate a match between student and organization based on the students' interests and the organizations' needs.
- Provide appropriate information to student and organization about the residency placement prior to the start of the placement.
- Be available for consultation/mediation with the supervisor and/or student during the residency placement.
- Monitor student progress during his/her residency placement and maintain regular contact with student and supervisor.
- Ensure residency evaluations are completed by both supervisor and student at the end of the residency placement.

We have read the ARTC Residency MOU and we agree to the commitments described therein.

Student signature:

Supervisor signature:

Date: