

## Appendix A

### SAIT DFS Practicum Agreement

Each student in DFS must have a completed practicum agreement on file for both of their DFS courses. Please fill out and return this form as soon as possible once your employment is confirmed for your DFS term. At the latest, the form must be returned within 1 week of the course start date.

Please fill in the top section of the agreement with your name and student id, the company you are working for and the dates of your work term. The program of study should be Bachelor of Applied Business Administration degree.

This agreement is designed for students completing their DFS at their permanent place of employment. The agreement should be dated using the start date and end date of your DFS course. If you are doing DFS 1 and DFS 2 in succession, you can fill in the dates for both courses, and only have one form signed. If you are in a temporary position only, please put the dates of your actual start and end dates. The start date should not be before your course starts, and the end date should not be after the end date.

Please note that the practicum agreement is used in many SAIT programs and some sections do not apply to the DFS distance courses. Please review the following notes and exceptions:

1. In section 2, the agreement states that the company will allow a SAIT instructor to visit the student at the facilities. We are not doing site visits in the distance Bachelor of Applied Business Administration program.
2. In section 6c, please understand that if the agreement is terminated by SAIT, it would only affect the student's enrolment in the DFS course, not their employment at the company.

You need to sign the bottom student section and have your employer sign in the company section. ***Your form must have a witness to your signature – please ensure that you have the witness section signed.*** Then please fax the agreement to me to have it signed by a SAIT official.

**Please return to: ATTN: Kimberly Jones, fax (403) 284-7086**

You can also scan the signed form and return it by email to [cga-saitdegree@sait.ca](mailto:cga-saitdegree@sait.ca)  
If you or your employers have any questions about this practicum agreement, please contact us by email at [cga-saitdegree@sait.ca](mailto:cga-saitdegree@sait.ca) or (403) 284-8439.



PRACTICUM AGREEMENT
Employee Agreement

THIS AGREEMENT made as of this \_\_\_\_\_, 200\_\_ among \_\_\_\_\_ ("Student"), having SAIT student I.D. # \_\_\_\_\_ and residing at \_\_\_\_\_ and \_\_\_\_\_ ("Company") having offices at \_\_\_\_\_ (the "Facilities") and THE BOARD OF GOVERNORS OF THE SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY ("SAIT"), having offices at 1301 – 16 Avenue N.W., Calgary, Alberta T2M 0L4.

FOR AND IN CONSIDERATION of the mutual covenants set forth below, the parties agree as follows:

- 1. The Company shall provide to the Student practical experience (the "Practicum") at the Facilities in respect of the SAIT program of study in which the Student is registered, \_\_\_\_\_ (the "Program") for a period of \_\_\_ weeks, starting \_\_\_\_\_ and ending \_\_\_\_\_ (the "Term").
2. At the expiry of the Term, the Company may be asked to prepare an evaluation report concerning the Student and provide the report to such SAIT instructor as SAIT designates (the "Instructor").
3. During the Term, the Company shall: (a) use reasonable efforts to enable the Student to receive broad exposure to the business carried on by the Company in relation to the Program; and (b) require the Student to perform only such tasks that are reasonably within the scope of the Student's training and abilities;
4. Title to any work product created or worked on by the Student at the Facilities in the course of the Practicum or as part of the Practicum and all intellectual property rights connected therewith vest in the Company; SAIT and the Student hereby waive and release any rights, including the Student's moral rights therein.
5. SAIT and the Student shall keep confidential and not disclose (except to the Instructor and except as required by law or court order) and SAIT shall use reasonable efforts to cause the Instructor not to disclose any information not in the public domain concerning the Company, its business, operations, assets, strategies and/or customers.
6. (a) Neither party shall assign its rights herein. (b) This Agreement constitutes the sole agreement among the parties in respect of the subject matter hereof and supersedes all prior arrangements and agreements. (c) Either party may terminate this Agreement upon 30 days' prior written notice to the other parties or, in the event of breach hereof by any other party, upon 10 days written notice to the other parties if the breach is not remedied within the 10 day period. (d) All notices hereunder shall be in writing and shall be hand-delivered to the above addresses or telefaxed to such telefacsimile numbers as the parties advise. (e) This Agreement shall be governed by and construed in accordance with the laws of Alberta of the applicable federal laws of Canada. (f) This Agreement may be executed in counterpart faxed copies and all counterparts together constitute one and the same agreement.
7. The parties confirm that the Student is engaged in a formal course of training approved by the Alberta Director of Employment Standards.
8. The parties further confirm that the Student, in addition to being a registered SAIT Student, is also an employee of the Company and is entitled to all insurance and indemnity coverages ordinarily made available by or through the Company to its employees.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

THE BOARD OF GOVERNORS OF THE SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
By: \_\_\_\_\_ (Print Name)
\_\_\_\_ (Signature)
Title: \_\_\_\_\_

COMPANY
By: \_\_\_\_\_ (Print Representative Name)
\_\_\_\_ (Representative Signature)
Title: \_\_\_\_\_
Acknowledged this: \_\_\_\_\_

STUDENT
\_\_\_\_ (Student's Signature)
\_\_\_\_ (Witness to Student's Signature)