Please consider the environment. Avoid printing this material if you can. Sign digitally, and return via email to your supervisor.
Dear Intern,

To ensure your internship with Marine Conservation Philippines becomes a mutual success, and that you leave with valuable experiences and skills, it’s important to be clear about the expectations our organisation has of you, as well as what you can expect of us during your internship.

This document is not merely informational, but a contractual agreement between you and Marine Conservation Philippines. At the bottom of the last page is a space for your signature. We ask that you carefully read through the document, and discuss any points or questions with your intended MCP supervisor before signing. If you agree with the learner’s agreement in it’s entirety, you will sign the last page and return it to us via email prior to your internship. (Please consider the environment, and sign digitally if at all possible.)

With excitement and much appreciation,

Helle Larsen, HR
Marine Conservation Philippines
LEARNER’S AGREEMENT

You and we understand:

That interning in Marine Conservation Philippines is not “volunteering on the cheap,” but a different, senior and separate role to that of regular program volunteers.

That Marine Conservation Philippines does not offer internships out of altruism, but because we expect to get something out of it too.

That while you will share accommodation with MCP volunteers, you will have a staff-like role.

That Marine Conservation Philippines does not take chances with education or safety. We will initially supervise and team-teach together with you. This is not because of a lack of trust in you, but out of respect for our program participants, and to help you learn and develop as an instructor.

That as an intern you will not receive any fiscal renumeration for your efforts.

That because you have a staff-like role, we will have high expectations of you, and will be candid with you in sharing these expectations and giving you feedback on your progress.

That you are interning to learn, and that you learn by doing. For your internship to be valuable to us and you, we will try our best to make you break a sweat with the work! If you are not busy, we are not providing you with enough to do, or you are cutting corners.

That your long term commitment to the program means you will become an influential figure, and someone volunteers will turn to. You and we understand the social importance of this, and that just as we have expectations of your work, we have expectations of your general attitude and outlook on life and work at base, as it greatly influences the atmosphere at work for us all.

That while you are on base or working on anything related to MCP (or when wearing clothes with the logo away from base) you are considered an employee and therefore must be a representative role model for volunteers and the community.
You can expect from MCP, that:

- You will receive direct supervision by an appropriate MCP supervisor
- That we will offer you opportunities in developing your professional credentials, through workshops and various courses.
- You will have the opportunity to team-teach PADI courses, and if you demonstrate prudent tuition practices, patience and understanding, you will eventually be doing so independently.
- We will treat you with respect and as a peer, and that you will participate in some, but not all, staff meetings. (if personal, sensitive matters are discussed)
- We will aid and guide you in creating and/or giving presentations
- That you will be given help and training in guiding and training volunteers.
- That we understand everyone is different, and start in different places and with different skills. We will help you play to your strengths, but also encourage work on your weak spots.
- We will treasure and value the commitment you put into your internship and our organisation, and that we are at least as keen as you to see you absolutely rock it!

We expect of you, that:

- You get involved in all afternoon activities and community events unless stated otherwise by your supervisor.
- You deliver presentations to volunteers and local communities if requested
- You teach, mentor, and guide volunteers in our monitoring programs and lead volunteers in afternoon activities
- You contribute to MCP’s network through social media and blog posts if and as requested
- You will not take leave from the internship without first confirming with your MCP supervisor.
- You follow the policies, rules and regulations of MCP and comply with the organisation’s practices and procedures.
- You will demonstrate honesty, punctuality, courtesy, cooperative attitude, and a willingness to put forth effort contributing to MCP’s goals.
- You will notify MCP leadership if you observe or feel anything related to scuba instruction or diving is conducted in an unsafe manner and puts staff, volunteers or material assets at risk.
• You will notify your supervisor if you witness any PADI standard violations or if you mistakenly have committed them yourself, and need to make corrections.

Further conditions of the Learner’s Agreement:

• Like regular volunteers, you will complete appropriate liability releases prior to commencing the internship. These stipulate, amongst other things, that MCP is not liable for injuries sustained or health conditions that may arise due to activities undertaken while on the unpaid internship. You assume all the risk of participating in the internship program, and you must have an insurance that covers you for any foreseeable accidents. Additionally you must have professional liability insurance, and you will be required to provide proof of both.
• As a long term participant in the program, you have a tremendously important role in creating a pleasant working atmosphere for everyone at base. You jeopardise your internship if you engage in rumour mongering or gossiping about other interns, volunteers or staff.
• MCP will not issue any refunds on your internship, if you are forced to cut it short, no matter the reason. You are strongly encouraged to have travel insurance that would cover circumstances, such as unforeseen family recall due to bereavement or serious illness.
• If, after repeated counseling, your supervisor and the rest of MCP staff strongly feel the internship is not going anywhere and that you are not honoring this agreement, MCP may decide to terminate the internship, and either offer you to leave with a partial refund for the remaining unspent time or to continue your work, but as a regular volunteer.
• During the internship you are likely to learn of or be in charge of aspects, that give you confidential knowledge. You shall limit disclosure of any such confidential information within MCP to its officers, partners and employees having a need to know. Confidential information are margin and financial projections, private details of volunteers and fellow staff as well as any knowledge of passwords, codes, access procedures to servers, social media, webpages and other assets protected by physical locks, passwords or electronic measures.

I understand that this is an unpaid internship and a certificate of completion of the internship program will be issued if I perform my duties listed above as a reasonably prudent person would. I further accept and agree with all stipulations above

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Signature of Intern                Date