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 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.

That media internship have clear and agreed upon expectations on creative outcomes, and that the practical application of your discounted stay is arranged by paying full price for the stay prior to arrival, and then having a massive refund when the agreed upon material are delivered. If the agreed upon material is not produced, no partial refund is given.
You can expect from MCP, that:

- Together with you, we will create a solid internship schedule for you
- We will aid and guide you in creating and/or giving presentations
- We will treat you with respect and as a peer, and that we will treasure your commitment and skills.
- You will receive supervision by an appropriate MCP supervisor
- 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 liaise with your home university if you do your internship as part of a study.
- 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 carry out communicative assignments as discussed with your supervisor. This may build upon the work of former interns, or it may be blazing completely new paths.
- You assist in organising community events, and that you are involved in all afternoon activities and community events, unless you’re unable to.
- 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 hand in all assignments and reports to your MCP supervisor no later than the date agreed upon.
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.**

• During your internship you are going to be producing creative content. As an intern you are working for MCP, and all IP rights and copyright to any content created is given by you to MCP with no exceptions. If you produce video, MCP will ask for the raw footage separately, and MCP may re-use and combine it with other material in the future at MCP discretion.

• For pictures and videos produced by you, and subsequently used by MCP online or in physical print for any purpose, MCP may, but is not obligated to credit or mention the artist in any way or form.

• No material produced by you will be watermarked or in any other way indicate creative origin.

• 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 counselling, your supervisor and the rest of MCP staff strongly feel the internship is not going anywhere and that you are not honouring 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.

________________________  ____________
Signature of Intern        Date