



INTERNSHIP LEARNER'S AGREEMENT

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

Dear Intern,

To ensure your internship with Marine Conservation Philippines is a mutual success and that you leave with valuable experiences and skills, it's essential to be clear about the expectations our organisation has of you, as well as what you can expect from 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 kindly request that you carefully review the document and discuss any points or questions with your intended MCP supervisor before signing. If you agree with the Learner's Agreement in its 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,

A handwritten signature in black ink, appearing to read "Kiri Simons", is written over a faint, circular, light-blue watermark that contains a stylized graphic of two hands cupping a fish, matching the organization's logo.

Kiri Simons, HR

Marine Conservation Philippines

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You and we understand that:

- Interning at Marine Conservation Philippines is not “volunteering on the cheap,” but a different, senior and separate role from that of regular program volunteers.
- Marine Conservation Philippines does not offer internships out of altruism, but rather because we expect to gain something from it as well.
- Whilst you will share accommodation with MCP volunteers, you will have a staff-like role.
- As an intern, you will not receive any fiscal remuneration for your efforts.
- As you will have a staff-like role, we will have high expectations of you and will be candid in sharing these expectations and providing you with feedback on your progress.
- You are interning to learn, and you learn by doing. For your internship to be valuable to both us and you, we will do our best to challenge you with the work. If you are not busy, we are either not providing you with enough to do or you are cutting corners.
- 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.
- 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.

From MCP, you can expect that:

- Together, 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.
- You will receive direct supervision by an appropriate MCP supervisor.
- You will receive assistance and training in guiding and supervising volunteers.
- We understand that everyone is different and starts from different places, with varying skills and abilities. We will help you play to your strengths while also encouraging you to work on your areas for improvement.
- We will liaise with your home university if requested as part of a Research Internship.

- We will treasure and value the commitment you put into your internship and our organisation, and we are just as keen as you to see you excel!
- You will have regular check-ins with your supervisor, scheduled on a weekly or bi-weekly basis, to monitor your progress and provide support.
- You will receive a feedback session at the end of your internship to reflect on your development and contributions.
- You will receive a certificate of completion and a reference letter upon request, provided you have met the expectations outlined in this Learner's Agreement.

From you, we expect that:

- You complete (or continue the long-term work of previous interns) an independent project contributing to MCP's conservation goals.
- You assist in organising community events and are involved in all afternoon activities and community events, unless otherwise stated by your supervisor.
- You deliver presentations to volunteers.
- You will help 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, a 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:

- Like regular volunteers, you will complete appropriate liability releases prior to commencing the internship. These stipulate, among other things, that MCP is not liable for injuries sustained or health conditions that may arise due to activities undertaken during the unpaid internship. You assume all the risk of participating in the internship program, and you must have insurance that covers you for any foreseeable accidents.
- As a long-term participant in the program, you have a tremendously important role in creating a pleasant working atmosphere for everyone at the base. You may 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 covers circumstances such as unforeseen family emergencies due to bereavement or serious illness.
- We will make every effort to address any challenges through guidance and support. However, if, after reasonable attempts at resolution, your supervisor and the rest of MCP's staff strongly feel the internship is not going anywhere and that you are not honouring this agreement, MCP may decide to terminate the internship. In this instance, MCP may offer you the option to leave with a partial refund for the remaining unspent time or to continue your work as a regular volunteer.
- During your internship, you may have access to confidential information. You agree not to disclose any such information outside of MCP (i.e., staff, partners and relevant stakeholders), and to handle it responsibly and securely, both during and after your placement. Confidential information may include 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

NAME

DATE