

AGREEMENT TO CONDITIONS AND REQUIREMENTS FOR STUDENT EXTERNS

International Maritime Organization (IMO) Supervisor, Faculty Supervisor and
Student Extern Agreement

(Note: Use this form, or a substantially similar form provided by the sponsoring University)

Student Surname: _____

Student First name: _____

Title (Mr./Mrs/Ms): _____

Semester/Year: _____

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Sponsoring University: _____

IMO Division/Office: _____

IMO Supervisor(s): _____

Placement Duties: _____

Faculty Supervisor: _____

The following are the minimum standards expected of IMO supervisors, faculty supervisors and externs to receive academic credit. All externships will consist of two components: (a) a work experience under the supervision of the site supervisor; and (b) an academic component under the supervision of the faculty supervisor.

IMO SUPERVISOR'S AGREEMENT

Thank you for your support, supervision, and mentoring of a student extern. Please fill in the necessary information, initial each standard, and add any comments on this form. As an IMO supervisor, I agree to the following:

_____ **Orientation:** *I will ensure that the extern receives an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations of the extern.*

_____ **Supervision:** *I have the authority, ability, and resources to ensure that the extern has a supervisor who will actively direct, monitor, and mentor him or her throughout the semester.*

_____ **Communication:** *I will inform the extern of the system for assigning work projects and ensure he or she is given clear deadlines and will receives ongoing guidance for managing the workload.*

_____ **Skills Development:** *The extern will be engaged in a substantial professional experience that includes multiple opportunities for performance, feedback, and self-evaluation.*

_____ **Assignments:** *The extern will be assigned work that is similar to that of an entry-level professional staff in the discipline concerned, including exposure to a broad range of professional skills. Assignments may include drafting documents, researching and writing memoranda, attending conferences or negotiations and observing or participating in meetings. Administrative work will be kept to a minimum.*

_____ **Feedback:** *The extern will be provided specific, individualized and timely feedback on their work.*

_____ **Observation:** *The extern will have opportunities to observe IMO meetings, delegate/staff/strategy meetings, and other appropriate professional activities.*

_____ **Opportunities for Reflection:** *The extern will meet with his/her supervisor, other members of the Division and staff to discuss his/her observations, experiences, and other issues relevant to the profession.*

_____ **Supervisor Accessibility:** *The extern and IMO supervisor will meet at least weekly. In addition to any standing meetings, the supervisor will be able to meet with the student extern as needed to provide support and feedback on assignments.*

_____ **Forms:** *I will comply with the school's evaluation requirements, including reviewing any student self-assessments, completing evaluations, and providing feedback to the extern in a timely manner.*

_____ **Logistics:** *I will verify that the extern has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.*

_____ **Legal:** *Nothing in or relating to this agreement will be deemed a waiver, express or implied, of any of the privileges and immunities of the International Maritime Organization, including its officers.*

EXTERN'S AGREEMENT

The extern should fill in the necessary information, initial each standard, and add any comments on this form. As an extern, I agree to the following:

_____ **Eligibility to Study in the UK:** *I am personally responsible for obtaining necessary visas and arranging my travel to and from London, U.K..*

_____ **Salary and Expenses:** *IMO will not pay me for my externship; all the expenses connected with it will be borne by me or my sponsoring institution.*

_____ **Health Care:** *IMO accepts no responsibility for costs arising from accidents and/or illness incurred during my internship; I will provide proof of my enrolment in a health insurance plan.*

_____ **Professionalism:** *I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.*

_____ **Development Goals:** *I will create goals for the semester of how I plan to develop professionally and will discuss these with my IMO supervisor and faculty supervisor.*

_____ **Academic Component:** *I agree to complete all required readings, evaluations, and/or other assignments requested by the faculty supervisor.*

_____ **Opportunities for Reflection:** *I will reflect on the observations, experiences and other issues that arise during my externship. As directed by my faculty supervisor, I will submit reflection papers or journals analysing my experiences. In so doing, I will be mindful of my confidentiality obligations.*

_____ **Self-Evaluation:** *I will strive to self-assess on each assignment I complete. In so doing, I will consider what I did effectively and areas for improvement. Where possible and appropriate, I will discuss my self-assessment with my faculty and IMO supervisors. I will be open to feedback from my supervisors and will consider how it can be applied specifically and globally to my future work.*

_____ **Employment:** *I understand that the IMO Externship Programme is not connected with employment and there is no expectancy of such. I understand that I cannot apply for posts advertised internally to IMO staff during the period of externship.*

_____ **Other Requirements:** *I also agree to undertake the following obligations with respect to the IMO Student Externship Programme:*

- .1 To observe all applicable rules, regulations, instructions, procedures and directives of the Organization;
- .2 To refrain from any conduct that would adversely reflect on IMO and not to engage in any activity which is incompatible with the aims and objectives of IMO;
- .3 To respect the impartiality and independence required of IMO and not to seek or accept instructions regarding the services performed from any Government or from any authority external to the Organization, except for appropriate guidance from my faculty supervisor;
- .4 To keep confidential any, and all unpublished, information made known to me by the Secretariat during the course of my externship and, except with the explicit

authorization of IMO, not to publish any reports or papers on the basis of information obtained during the programme, both during and after the completion of my student externship, without the express written consent of IMO;

- .5 To provide the supervising IMO Division/Office with a copy of all materials prepared during my internship;
- .6 To return my identification pass to the Intern Coordinator, External Relations Office, Legal Affairs and External Relations Division.

The start and end dates of my externship are:

Start Date: _____ **End Date:** _____
(dd/mm/yyyy) (dd/mm/yyyy)

Number of units of credit I seek for this externship: _____ (#).

I understand that to receive credit I must, on average, work _____ (#) hours per week for _____ (#) of weeks, for a total of _____ (#) hours during the semester.

During this semester, I have the following classes and commitments:

Name of Class/Commitment: Day/Time/# Hours per week:

Faculty Supervisor's Agreement

The faculty supervisor has read and agreed to perform the following:

_____ **Academic Requirements:** *I will establish requirements (including readings, reflective papers or journals, and/or other assignments) designed to develop the extern's experience in their placement, including encouraging self-evaluation and reflection.*

_____ **Site Evaluation:** *I will remain in regular contact, including possible visits, with the externship site and the extern to ensure the quality of the educational experience.*

_____ **Availability:** *I will be available as a resource should any concerns or issues arise.*

_____ **Evaluation:** *I will evaluate the extern's academic performance during the externship. The assessment will be based, inter alia, on the extern and supervisor evaluations, timely compliance with requirements, the quality of the self-reflection, and professionalism. Based on this evaluation, I will determine whether credit should be granted.*

We have reviewed this document and agree to act in accordance with these expectations.

Signature of IMO Supervisor:

Date:

Email Address:

Contact Phone Number:

Signature of Student Extern:

Date:

Email Address:

Contact Phone Number:

Signature of Faculty Supervisor:

Date:

Email Address:

Contact Phone Number:
