# TERMS OF REFERENCE

# MBA Internship Project

This document defines the proposed terms of reference for the MBA Internship between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Telfer School of Management, University of Ottawa.

Background

Include a description your organization’s mandate, the nature of business, the core product or service, an overview of company operations, and organizational structure. The description should stimulate interest and/or orient candidates to the firm.

A new mission, initiative or leadership change may be described here that supports the project work. This helps clarify the interest of the firm in the project outcome(s). (Attach company profile or provide a website address, if desired.)

The Project

* Provide a project name and describe the project outcomes
* Describe the work to be done by the student. Provide enough detail so that we can make a determination of the level of effort involved. Project scope must represent a level of complexity and workload equivalent to 6 credits at the Graduate level and represent 288 to 480 hours of work.

Expertise

Recommended experience and skill set needed to effectively manage the project and maximize return for both employer and candidates. State language requirements if there are any.

Intern funding

Describe the funding source. If the host is funding the student directly, this is all that needs to be indicated in this section.

Resources

**Contact:**

(Organization contact that will brief candidates, provide proprietary information necessary to complete project scope, and provide feedback to candidates throughout the process.)

Organization Name:

Host representative contact name:

Host title:

Host contact (phone):

Host contact (email):

Student:

Student email:

Supervisor (Telfer professor): Stephen Daze

Supervisor email: [daze@telfer.uottawa.ca](mailto:daze@telfer.uottawa.ca)

Time Frame

Identify the timeframe.

* February – June or May - September (part-time internship)
* September – December (full-time internship)
* Other timeframe preferred

Hours/week

Identify the number of hours per week.

Privacy and Confidentiality Statements

Please complete, sign and send a PDF version of this page when you send in your internship project proposal to graduate@telfer.uOttawa.ca.

|  |  |
| --- | --- |
| Statement of understanding of company privacy and confidentiality considerations surrounding the MBA Internship Project (mandatory). | |
| I understand that my organization may be sharing private and confidential competitive information with the students over the life of the project and that I have a right and the ability to protect that information (i.e. by using confidentiality and non-disclosure documentation). | \_\_\_\_\_\_\_\_\_\_\_\_\_  (Initials) |

|  |  |
| --- | --- |
| Declaration of consent to sharing of your project proposal to current Telfer MBA students, Graduate Office staff, and faculty (mandatory). | |
| I consent to sharing of my MBA Internship Project Proposal with all MBA Students, relevant administrative staff, and teaching faculty. | \_\_\_\_\_\_\_\_\_\_\_\_\_  (Initials) |

I agree and attest to the authenticity of the above statements. \_\_\_\_\_\_ (Initials)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (print) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Organization

Internship Parties

MBA Program Director: Catherine Elliott

Faculty Supervisor: Stephen Daze  
MBA Student Intern - University of Ottawa: [Name]   
Organization Intern Supervisor: [Name]

|  |  |  |
| --- | --- | --- |
|  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Catherine Elliott MBA Program Director,  Telfer School of Management,  University of Ottawa |  | Date |
|  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Stephen Daze  Faculty Supervisor,  Telfer School of Management,  University of Ottawa |  | Date |
|  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [Name] MBA Student Intern, Telfer School of Management University of Ottawa |  | Date |
|  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [Name]  [Position]  [Company] |  | Date |