

## **ELRI INTERNSHIP APPLICATION**

### **LETTER OF AGREEMENT COVERING INTERNSHIPS**

#### **Background**

ELRI provides opportunities for internships to highly-motivated individuals and students at the post-graduate, graduate and undergraduate levels from Nigeria, Africa and around the world, who have an interest in the area of the environment. With a view to contributing to their vocational training, ELRI places great importance on internships as a significant tool in supplementing the knowledge acquired during students' classroom studies, enabling them to understand the way in which a non-profit organization functions, the role of establishing and maintaining networks and to broaden their knowledge and awareness in the area of the environment. Most importantly, ELRI's internships programme offers young professionals the opportunity to express and articulate their interest in the area of the environment and make their contributions towards at the promotion o environmental protection and conservation.

#### **Duration**

The internship shall be ..... months.

*(An internship may be extended upon the approval of the Programmes Director of ELRI).*

#### **Interruption or end of internship**

In response to a reasoned request from the intern or by the Director of the ELRI, an internship shall be interrupted or ended before the approved expiry date.

#### **Leave**

Interns may take two days leave per internship month, which are not cumulative.

#### **Attestation**

At the end of the internship, the intern may request certificate of completion signed by the Director of the ELRI.

#### **Remuneration**

ELRI is not in a position to provide remuneration to interns nor to assist with accommodation, travel expenses or other arrangements. Thus the costs of this internship will be borne by the intern or other sponsor.

## **Working Hours**

Interns shall carry out their assignments according to the schedule of working hours agreed with the Director of Projects at ELRI, not to exceed normal working hours except by mutual agreement.

## **Conduct & Confidentiality**

Interns are required to keep confidential any and all unpublished information acquired during the course of their internships and may not publish any reports or papers on the basis of information obtained, unless authorized to do so by ELRI.

## **Intellectual Property**

Unless otherwise negotiated, ELRI remains the inherent copyright owner of any data, report and or documentation that any intern may have gathered, reviewed and/or analyzed during the course of his/her internship, whether or not such data and documentation have been published by ELRI.

## **Commitment**

Interns shall work in accord with ELRI's objectives, as contained in ELRI's governing laws. By agreeing to work for ELRI, interns shall undertake to uphold the highest standards of professional behavior and to ensure that ELRI's integrity and reputation shall not be damaged by their actions.

## **Conflicts of interest**

Interns shall refrain from activities which would be incompatible with or undermine ELRI's status, or which would put them in a position where there could be a conflict between their own interests and those of other third parties (whether individual, public or private entities)

## **Other information**

For more information, kindly contact the office of the Project Director at ELRI.

\_\_\_\_\_

(Signature of Intern)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

(Signature of Programme Director, ELRI)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

