



SAUDER ROBERT H. LEE
School of Business GRADUATE SCHOOL
UNIVERSITY OF BRITISH COLUMBIA

MBA Internship Program Confidentiality Disclosure Statement

Sauder School of Business
University of British Columbia
Vancouver, BC

Preamble:

The Sauder School of Business requires, as part of its MBA Program, all students to undertake either an internship or project. In either case, students are expected to address meaningful issues under the joint guidance of a faculty supervisor and a member from the organization (employer) employing the student.

In some cases the students are given access to sensitive and confidential information and the employer requests that the internship report, and documents and data which the employer provided to the student, be treated in a confidential manner. In other cases the employer is prepared to have the student's internship report be shared more widely. In either case, the faculty supervisor must have access to the internship report in order to evaluate the internship and assign a grade.

In order to respect the wishes of the employer, the faculty supervisor, and the student, the three parties are asked to sign the attached Confidentiality Agreement.

Confidentiality Agreement

(complete either Part 1 or Part 2)

Part 1: Confidentiality Not Required

1. The three parties agree that the internship report, in draft or final form, is not considered to be a confidential document and the internship report may be shared with other parties by the student, employer or faculty advisor. The faculty supervisor will maintain a copy of the internship report for at least one year (in case of a grade review), at which time the supervisor may elect to destroy the file copy.
2. The three parties agree that all documents and data provided by the employer to the student in the course of the internship remain the property of the employer, but except where expressly requested by the employer, these will not be treated as confidential information by the faculty supervisor and the student.
3. The three parties shall not be prohibited from disclosing any information obtained during the internship if such information was in the public domain.

_____ Employer	_____ Student	_____ Faculty Supervisor
_____ Date	_____ Date	_____ Date

Part 2: Confidentiality Required

1. The three parties agree that the internship report, in draft or final form, is considered to be a confidential document and the internship report may not be shared with other parties by either the student or the faculty supervisor. The internship report will be read and evaluated by the faculty supervisor and filed as a confidential document with the faculty supervisor for a period of one year (in case of a grade appeal). After one year the internship report will be destroyed. In the case of a grade appeal involving the internship report, an independent faculty member may be asked to re-read the internship report. In such circumstances the independent faculty member will treat the report as confidential.
2. The three parties agree that all documents and data provided by the employer to the student in the course of the internship remain the property of the employer, and that these will be treated as confidential information.
3. The three parties shall not be prohibited from disclosing any information obtained during the internship if such information was in the public domain.
4. The three parties agree this confidentiality agreement will remain in force for one year from the end of the internship.

_____ Employer	_____ Student	_____ Faculty Supervisor
_____ Date	_____ Date	_____ Date