MEMO

**Do not modify this memo. Please fill out completely and add any comments.**

TO: Office of the General Counsel and Board Secretariat (GCBS)

FROM:

EXTENSION:

PROGRAM:

DATE: MONTH/DAY/YEAR

SUBJECT: Agreement For Signature

AGREEMENT WITH:

LENGTH OF TERM OF AGREEMENT: Year(s) (maximum 5 years)

Please find attached a copy of a practicum agreement for signature. We have reviewed this agreement, and confirm that it is

* A standard agreement, utilizing a standard agreement template
* A standard agreement with minor changes
* A non-standard agreement that has been reviewed by Counsel
* An amendment that has been reviewed by Counsel

When the agreement is fully signed, GCBS to return a copy to:

* Return this agreement to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name and email address)*

NOTES:

In addition to the copy sent to the practicum coordinator for their records and to send to the practicum centre, an electronic copy of the agreement will be available on the practicum google drive once fully executed.