

(INSERT FACULTY NAME) INTERNSHIP PROGRAM

Student Name:		Student Number:	
Company:		Location:	
Job Title:			
Internship Period:	/ / to / /	Length in months:	4 8 12 16
Supervisor Name:		Phone Number:	
		Email:	

INTERNSHIP AGREEMENT

Purpose

The following agreement is designed to ensure the success of the internship and alignment with the principles of experiential learning as defined by Western University (currently in draft form), based on the expectations outlined by the Ministry Training, Colleges and Universities, which are:

- The experience is designed to enable the application of knowledge and skills in a workplace, or realistic workplace scenario.
- The experience is designed to strengthen students' transferable skills, career competencies, and citizenship.
- The experience emphasizes ethical approaches to partnership and student engagement.
- The experience includes learning outcomes agreed upon by the student and institution (and partner, where applicable).
- The experience includes active, continuous supervision and mentorship (where possible) by the institution (and partner, where applicable).
- The experience is designed to facilitate connections between theory and practice.
- The student engages in authentic and focused reflection.
- The experience includes formal evaluation of learning outcomes by the institution (and partner, where applicable).
- The student receives recognition for the experience on the academic transcript, or the student receives recognition for the experience on a Co-Curricular Record.

Responsibilities of Student, Internship Supervisor, Western University Internship Coordinator

The student agrees to:

- Work with Internship Supervisor to establish learning outcomes for the internship.
- Attend the internship on days and times agreed upon by the student and Internship Supervisor.
- Conduct themselves in a professional manner, as a representative of Western University.
- Submit any required midterm and/or final reports in a timely manner.
- Maintain an accurate record of hours dedicated to the internship (if applicable).
- Remain subject to the rules and regulations of the University, which includes those outlined in the [Code of Student Conduct](#).

- Discuss with the Internship Supervisor and Western Internship Coordinator any concerns related to the internship experience.
- Understand program policies related to insurance and WSIB.
- Fulfill any program or site-specific pre-internship requirements such as work permit, health requirements, criminal record check, etc.
- Complete pre-departure workshops prior to start date if travelling internationally for the internship.
- Pay course fee associated with internship and update status with any applicable lending authorities.

The Internship Supervisor agrees to:

- Work with the student to establish learning outcomes for the internship.
- Provide active and continuous supervision (and mentorship, where possible).
- Orient the student to the internship site and any site-specific policies (i.e., confidentiality).
- Provide the student with ongoing feedback and direction throughout the internship.
- Provide the student with suitable workspace, equipment, and training to achieve their learning outcomes.
- Complete midterm and final evaluations as required.
- Maintain regular communication with Western University Internship Coordinator throughout the internship, and report to the Coordinator any concerns related to the student's performance.
- Participate in a midterm check-in (by phone or in person).
- Model ethical practice and refrain from any inappropriate or unethical behavior toward the student.

The Western University Internship Coordinator agrees to:

- Provide the student and Internship Supervisor with any tools, deadlines, and/or expectations for the internship (e.g. relating to learning outcomes, evaluation, etc.)
- Maintain regular communication with Internship Supervisor and student throughout the internship.
- Support the student and Internship Supervisor in resolving any concerns during the internship.
- Conduct a midterm check-in with the student and Internship Supervisor.
- Collect midterm and final evaluations from the Internship Supervisor.
- Collect midterm and/or final reflection and self-assessment documents from the student (if applicable).

Western University, the internship site, and the student acknowledge their joint commitment to ensuring a learning and working environment free of harassment and/or discrimination, as applicable under the Ontario Human Rights Code and/or the Occupational Health and Safety Act. Please note that Western's policy on non-discrimination and harassment is available here:

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf

Please sign and date to acknowledge your agreement below, and submit your completed document to the Internship Coordinator either in-person or via email at (insert email address).

	Signature	Date
Student:		
Internship Supervisor:		
Internship Coordinator:		