

DAN MANAGEMENT INTERNSHIP PROGRAM

INTERNSHIP INFORMATION

Student Details: Name: UWO Email:	Position Details: Company name: Job title:
Supervisor Details: Name: Email:	Work term: Start date: Office Location: End date: Remote Hybrid

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 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 Experiential Learning Coordinator

The student agrees to:

- Review and follow all [internship program policies and procedures](#).
- Work with Internship Supervisor to establish learning outcomes for the internship (recommended).
- Attend the internship on days and times agreed upon by the student and Internship Supervisor.
- Discuss any concerns related to the internship experience with the Internship Supervisor and Western Experiential Learning Coordinator as soon as they arise.
- Satisfactorily complete the specified internship work term. Failure to fulfill the terms of your employment contract may result in a fail in your internship course.

- Conduct themselves in a professional manner, as a representative of Western University. Remain subject to the rules and regulations of the University, which includes those outlined in the [Code of Student Conduct](#).
- Participate in a midterm check-in call with Experiential Learning Coordinator.
- Submit final assignment in a timely manner.
- Fulfill any program or site-specific pre-internship requirements such as work permit, health requirements, criminal record check, etc.
- Complete mandatory Safety Abroad process through Western International prior to start date if travelling internationally for the internship.
- Pay course fee associated with internship and update status with any applicable lending authorities (i.e. OSAP).
- Following the completion of your internship work term, return to campus as a full-time student (3.5 credits), regardless of the number of credits required to complete your academic program. You cannot complete your degree while on an internship, although you may be eligible to take 0.5 courses per academic term (with approval).

The Internship Supervisor agrees to:

- Provide active and continuous supervision (and mentorship, where possible).
- Orient the student to the internship site and any site-specific policies (i.e., health and safety, 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.
- Participate in a midterm check-in call with Western Relationship Developer.
- Complete a final performance evaluation.
- Maintain regular communication with Western Relationship Developer throughout the internship, as needed.
- Model ethical practice and refrain from any inappropriate or unethical behavior toward the student.
- Follow Western's [Employer Guidelines](#) for training, onboarding, and evaluations for students.
- Follow Western's guide to [Resolving Problems in the Workplace](#) should an issue arise.

The Western University Experiential Learning Coordinator / Relationship Developer agree 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 final evaluation from the Internship Supervisor.

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 Experiential Learning Coordinator via email at mosintern@uwo.ca.

	Signature	Date
Student:		
Experiential Learning Coordinator:		