



*INTERNSHIP AGREEMENT FORM*

**Student Name:** \_\_\_\_\_

**Employer Organization:** \_\_\_\_\_

**Student's Supervisor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Country (if applicable):** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Email and web address:** \_\_\_\_\_

**Work Term Duration:**      4 months      8 months      Other, please specify: \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Number of Hours per Week:** \_\_\_\_\_ **Rate of Pay:** \_\_\_\_\_  
(hourly, weekly, biweekly, monthly or annual)

**Responsibilities of the Internship Employer:**

- Provide a clearly defined job description(s) for the M.EnvSc. Internship student(s), append it to this agreement and submit both by email, mail or fax to M.Env.Sc. Internship Coordinator.
- Supervise and guide the student during the work term and report any problems to the M.Env.Sc. Internship Coordinator at UTSC.
- Read and approve final project report that is submitted by the student on the completion of the internship.
- Complete a final evaluation (internship assessment form), discuss it with the Intern. Student is to submit the signed evaluation with their project report to the M.Env.Sc. Program Office by the date indicated.
- Pay the student according to the rate of pay and hours of work outlined above.

**Supervisor's Signature** \_\_\_\_\_ **Student's Signature** \_\_\_\_\_

**Supervisor's Name (Print)** \_\_\_\_\_ **Student's Name (Print)** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please return via email, mail or fax to:**

Anna Maria Russo, Internship Coordinator, MEnvSc Program, University of Toronto Scarborough,  
 1265 Military Trail, Scarborough, Ontario M1C 1A4 | [amrusso@utsc.utoronto.ca](mailto:amrusso@utsc.utoronto.ca) | 416-287-7358 ph | 416-287-7204 fax