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UNIVERSITY OF TORONTO SCARBOROUGH | MEnvSc Master of Environmental Science

Master of Environmental Science Internship Agreement Form

Student Information	
Student Name	
Student Number	
Student Job Title	

Hiring Organization	
Organization Name	
Organization Address (City, Province, Postal Code, Country)	

Supervisor Information	
Supervisor Name	
Supervisor Job Title & Department	
Phone Number	
Email Address	
Does your organization require a letter of employment confirmation for tax credit purposes?	☐ **Yes** ☐ **No**
If yes, please confirm the name and email address of the contact to receive this letter of employment confirmation.	**Name:**
	Email Address:

Work Term Information	
Length of Work Term ***(in months)***	
Start Date	
End Date	
Number of Hours per Week	
Hourly Rate of Pay	

**Confirmation of hourly rate is preferred; please note as annually/monthly/etc. if necessary*

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Responsibilities of the Internship Employer:

1. Provide the student with a paid work experience relevant to his/her field of study, and formalize his/her employment in an agreement outlining the terms and conditions of his/her tenure with you. We welcome you to use any documentation you would normally use to hire a student. In addition, we would also ask that you complete and submit our MEnvSc Internship Agreement Form.

2. Provide our office with a Job Description outlining the student's responsibilities, and describing what he or she will be learning during the internship while on a work term. We have a form you are welcome to use for this purpose. When thinking about creating an opportunity for an intern, please know that project-oriented assignments work best for our students, since they need to submit and present a poster highlighting their internship experience, which will be evaluated for academic credit by several faculty members.

3. Monitor and guide the student throughout the work term, alerting MEnvSc Internship Team if there are any concerns during the work term.

4. Evaluate the student's progress and performance in the middle and end of his/her tenure with you. An Internship Coordinator will request a visit (or, if the work term is outside of the Greater Toronto Area, a telephone conference) with the supervisor and the student at the mid-point of the work term to learn about progress and to enable constructive feedback.

Supervisor(s) who should receive the invite to the Mid-term Meeting and Final Employer-Academic Evaluation Survey from U of T	
Supervisor Name(s)	
Supervisor Title(s)	
Email Address(es)	

Supervisor's Signature: _____ **Student's Signature:** _____

Supervisor's Name: _____ **Student's Name:** _____

Date: _____ **Date:** _____

Please return completed Internship Agreement Form to hiremasters.utsc@utoronto.ca