

**Master of Environmental Science Internship Agreement Form (IAF)**

Student Information (to be completed by student)	
Student Name	
U of T Student Number	
Student Job Title	

Hiring Organization (to be completed by employer)	
Organization Name	
Organization Address (City, Province, Postal Code, Country)	

Supervisor Information	
Supervisor Name	
Supervisor Job Title	
Division/Department/Unit	
Phone Number	
Email Address	
Does your organization require a confirmation of co-op employment letter for tax credit purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Note: Government partners are typically not eligible for these letters. Please visit this link for more information: Ontario <a href="#">Co-operative Education Tax Credit</a> )
If yes, please confirm the name and email address of the contact to receive this letter for tax credit purposes.	Name:
	Email Address:

Work Term Information	
Length of Work Term ( <i>in months</i> )	
Student Work Mode (On-site, Remote, Hybrid) <i>*For hybrid roles, please indicate how many days per week the student is expected to work in-person.</i>	
Student Work Term Address (City, Province, Postal Code, Country) <i>*For in-person or hybrid roles, please provide the full address of where the student will be working for in-office days.</i>	
Start Date (DD-MM-YYYY)	
End Date (DD-MM-YYYY)	
Number of Hours of Work Per Week	
Hourly Rate of Pay* <i>*Confirmation of hourly rate is preferred; annually/bi-weekly/monthly salary can be listed if preferred.</i>	

Please complete the question below regarding the work term plans for our student:

Our organization agrees to ensure:

1. The protection of the MEnvSc Internship student's health and safety;
2. The compliance with applicable laws and acts associated with health and safety, employment, and human rights:

Yes     No

**Master of Environmental Science Internship Agreement Form (IAF) Cont'd**

**Responsibilities of the Internship Employer:**

1. Provide the student with paid work experience relevant to their field of study and formalize their employment in an agreement outlining the terms and conditions of their tenure with you. We welcome employers to use any documentation customary to their respective organizations for student hiring processes. In addition, we ask that you complete and submit our MEnvSc Internship Agreement Form.
2. Provide our office with a Job Description outlining the student's responsibilities, describing what they will be learning during the internship while on a work term. A form is available for employer(s) use and can be found here: [Job Posting Form](#). At the end of the Summer term, our students are expected to submit and present a written reflection and poster highlighting their internship experience which will be evaluated for academic credit by faculty members.
3. Monitor and guide the student throughout the work term, alerting the DPES Internship Team ([hiremasters.utsc@utoronto.ca](mailto:hiremasters.utsc@utoronto.ca)) if there are any achievements and/or concerns during the work term. Throughout the work-term, we request Supervisors meet regularly with their intern to discuss progress in the role.
4. Evaluate the student's progress and performance midway and at the end of their tenure with you. An Internship Coordinator will request a visit (in-person or virtual meeting options available) with the supervisor and the student halfway through the work term to learn about progress and to provide constructive feedback. An Employer-Academic Evaluation Survey will be sent directly by email.

**Supervisor(s) who should receive the invitation to the Mid-term Site Visit Meeting and the Final Employer-Academic Evaluation Survey from U of T**

<b>Supervisor Name(s)</b>	
<b>Supervisor Title(s)</b>	
<b>Email Address(es)</b>	
<b>Supervisor's Signature:</b> _____	<b>Student's Signature:</b> _____
<b>Supervisor's Name:</b> _____	<b>Student's Name:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

Please return the completed Internship Agreement Form (IAF) to [hiremasters.utsc@utoronto.ca](mailto:hiremasters.utsc@utoronto.ca)