

## Student Internship Agreement Form

**DUE April 15<sup>th</sup> to [jkerswill@trentu.ca](mailto:jkerswill@trentu.ca)**

**Students must complete this mandatory form to take BIOM 4460H.**

In recognition of my responsibility to successfully complete this internship, I agree to observe the following:

1. I will report to my internship on time and will work the hours specified by the internship host. If I cannot work the specified hours due to circumstances beyond my control, I will immediately inform my internship host of my inability to work the specified hours, and where possible, make up these hours.
2. I will adhere to standards of professional conduct required while at my internship, which includes:
  - Professional dress code (no jeans, no yoga/workout clothes, no spaghetti-strap tops, no flip-flops, etc. unless otherwise indicated by the Employer.)
  - NO telephone calls UNLESS IT IS AN EMERGENCY
  - NO text messaging
  - NO Facebook, Twitter, or other personal social media additions (from workplace) or updates on company time or on company equipment or online comments about workplace
  - NO personal internet or email use at host employer
  - Appropriate greeting message on personal telephone (i.e. number given to host employer)
  - Trent University email address only (when required unless company provides you with an email address)
  - Proper etiquette as appropriate for other social media – same rules as above
3. If I must be absent due to illness/injury, I will telephone (not text message or email) the internship host as soon as possible.
4. I will phone within one-half hour BEFORE my normal starting time, and will call in every day, if my necessary absence requires me to be away more than one day.

5. If I sustain any injury on the job, I will immediately notify my employer or supervisor and I will contact the Environmental Health and Safety Officer, Human Resources at [humanresources@trentu.ca](mailto:humanresources@trentu.ca).
6. If I encounter any problems at my internship, I will try to resolve them with my immediate supervisor and/or I will contact the Biomedical Coordinator at the university.
7. I will schedule any personal appointments outside of internship hours. If this is not possible, I will discuss it with the internship host and arrange to make up the lost time.
8. I will conform to all of the internship host's policies, procedures, and safety regulations.
9. I accept that my internship hours must be worked around my lecture and lab schedule. I cannot miss a class or lab for an internship activity, unless approved by the Biomedical Coordinator and class instructor at least 24 hours in advance of the class.
10. I accept that my internship is a minimum of 36 hours, with one employer.
11. **Students are REQUIRED to complete all the Non-Academic Requirements by August 10.**  
If these forms are not submitted to the Placement Officer by this date, students will be removed from BIOM 4460H and registered in BIOM 4450Y.

Student Name:

Student Number:

Trent University Email Address:

I have read and I understand the requirements of this Internship Agreement. I agree that I will abide by all the above terms and conditions and understand that in the event I do not do so, I will receive a grade of "FL" (fail) for this course.

I agree to the terms and conditions of the internship:

X

Signature

Date