

**To: MFC Students**

**From: Susana Diaz**

**Subject: Internship administrative details**

**Date: March 31, 2016**

Enclosed is a package containing forms which are required for your internship. You can access and complete some of them on the Faculty of Forestry website at <http://www.forestry.utoronto.ca/index.php/current-student-resources/>

Here is a brief description of the attachments:

***Internship Agreement/Guidelines for MFC Internships***

This document contains information regarding the roles and responsibilities of all the participants in your internship. Please complete it, sign it and have it signed by your host as well as soon as you secure an internship.

**Student Declaration of Understanding (WSIB)-** Letter from the Office of the Vice Provost Students regarding accident coverage . Your host organization will receive a letter as well. -

**Emergency Contact Information-** It is important for us to be able to contact someone on your behalf in case of emergency

**Supplementary travel Health Insurance-**If travelling out of province it is strongly recommended that you obtain supplementary travel health insurance. All students must review and complete the form indicating whether or not they have purchased supplementary insurance.

***Midterm Progress Report***

This form should be completed and submitted to me by **July 6, 2016**

As indicated in the internship guidelines, you are expected to be in contact with the Faculty throughout the internship. Although the ability to contact us varies from intern to intern, a very brief email message at least every two weeks would be appropriate. Please let me know before you leave if you think this is not going to be possible.

***Final Student Evaluation of the MFC Internship***

This form should be completed and submitted to me by **September 2, 2016**

The information you give us will provide valuable feedback and assist us in planning future internships.

***Mid-Term & Final Evaluation by Host***

Evaluations will be requested by us from your host. This is for your reference.

***Faculty Contact Numbers***

Please ensure that your emergency contact person has a copy of this list.

***Student Internship Checklist*** – self explanatory

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***Field Research Safety Planning Record***

As employees of the internship host organization, you will be required to observe all safety regulations of your host. Perhaps more importantly, YOU must recognize that YOU are responsible for your health and safety at all times.

The University of Toronto has clearly defined policies for safety in field research. The Faculty of Forestry's safety committee requires that ALL MFC internships be recognized as "field" research regardless of the type of work. As such, every MFC intern must complete and submit this form to us. This record must be completed as fully as possible regardless of the type of placement or the nature of the work you will be involved in.

In other words, **even if your internship is "office- based" you must complete the form.**

In many cases, the internship hosts will offer safety training at some level. This training and any other safety policies or procedures of the host must be observed during your internship. Where such training or policies do exist, they should be incorporated into the Field Research Safety Planning Record. Please read the University of Toronto's Safety in Field Research Policy which can be found at: <http://www.ehs.utoronto.ca/resources/manindex/policies/fieldres.htm>

A hard copy of the Field Research Safety Planning Record is provided here but an electronic copy can be obtained at: <http://www.forestry.utoronto.ca/wp-content/uploads/2012/04/UofT-Field-Research-Safety-Planning-Record.pdf>

Please complete the Field Research Safety Planning Record and return it to me **no later** than the end of the first week of your internship.

**Important notes:**

- Just a reminder that you must have identified and maintain contact with a Faculty supervisor throughout the internship. This relationship can be beneficial to you in the event that you have questions or concerns which need to be addressed and need to talk to someone at the Faculty.
- Contact me when you arrive at your host organization and let me know how we can keep in touch with you.

I wish you all a very successful and rewarding placement and a wonderful summer! Please don't hesitate to call if you have any questions or concerns.