

MFC STUDENT INTERNSHIP CHECKLIST

Prior to departure

1. Internship agreement – must be completed & signed by host and student as soon as internship is secured
2. Forms to be signed & returned at meeting with Susana & Sally:
 - Emergency Contact Information
 - Student Declaration of Understanding (WSIB)
3. Supplementary travel health insurance-return to Susana by **April 7, 2016**

By end of first week of internship

- Return completed Field Research Safety Planning Record to Susana via email, fax (416 978-3834) or in person
<http://www.forestry.utoronto.ca/wp-content/uploads/2012/04/UofT-Field-Research-Safety-Planning-Record.pdf>

During internship

- Identify faculty advisor as early in the internship as possible
- Contact Sally and/or faculty advisor at regular intervals to advise on concerns/progress
- Midterm Progress Report submitted to be submitted to Susana- **July 6, 2016**

On completion of internship

- Final Student Evaluation form to be submitted to Susana- **September 2, 2016**
- Student sends a thank you note card to host