

Science Internship Program – Expectations, Best Practices and Procedures

Thank you for participating in Western Science's Internship Program. Included below are some expectations, best practices, and procedures we recommend to our employer partners to use as guidelines for a successful internship term.

Expectations and Best Practices:

- Provide a safe and respectful workplace
- Provide work related to the posted job description including relevant, degree-related projects
- Provide accurate and complete information on job responsibilities, compensation and benefits
- Provide a thorough workplace orientation, including necessary Health and safety training
- Integrate the student into the team as a regular, valued employee
- Work with student to develop goals and learning outcomes that can be monitored over the duration of the internship term
- Provide the student with relevant training and development opportunities
- Monitor student's progress, and provide formal/informal feedback on a timely basis to both the student and to the institution

Procedure for an Internship Program Placement Issue:

Although most internship work terms are successfully completed, difficulties can occur in some instances. In cases where the intern is experiencing difficulty in performing at a satisfactory level, it is imperative that the Science Career Services Office is involved. We will assist in finding resolutions to these situations through communications and improvement action plans. If a situation such as this occurs, the following procedures are to be followed:

- The employer will meet with the intern and clearly outline the identified problem. A dated, written report summarizing the problem, the course of action, and time frame agreed upon to resolve the issue, will be signed by all parties. A copy of this document will be forwarded to the Science Career Services Office. This letter will be placed in the intern's file and will be reviewed in 30 days for progress.
- If the intern continues to experience difficulty, the employer shall inform the Science Career Services Office, who will contact both the intern and the employer to: a) Review and clarify the problem b) Suggest recommendations toward a successful resolution.

The recommendations may involve such alternatives as a change in work setting for the intern, continuation of the internship with agreed upon specific tasks and dates for completion, withdrawal from the internship, or other agreed upon solutions.

In all cases, the Science Career Services Office must be notified prior to termination of employment due to performance issues.

All employers must adhere to their respective province's Employment Standard's Act legislation.