

**FACULTY OF FORESTRY
UNIVERSITY OF TORONTO**

MASTER OF FOREST CONSERVATION (MFC) PROGRAM

MFC INTERNSHIP AGREEMENT

MFC INTERNSHIP AGREEMENT BETWEEN:

The University of Toronto, Faculty of Forestry

and

Host organization: _____

and

MFC student: _____

HOST ORGANIZATION ADDRESS: _____

NAME OF HOST ORGANIZATION SUPERVISOR: _____

Telephone: _____

Fax: _____

E-mail: _____

UNIVERSITY FACULTY SUPERVISOR: _____

Telephone: _____

Fax: _____

E-mail: _____

UNIVERSITY FACULTY CONTACT:

**Dr Sally Krigstin
MFC Coordinator**

Telephone: 416-946-8507

Fax: 416-978-3834

E-mail: sally.krigstin@utoronto.ca

Starting Date: _____

Ending Date: _____

Remuneration paid to the intern: _____

Other provisions (travel costs, living allowance, etc. [please specify]):

SIGNATURES:

The undersigned confirm that they have read, understand and agree to the roles and responsibilities of each internship partner as outlined in the Guidelines for MFC Internships (attached).

1. For the Faculty of Forestry, University of Toronto:

Name: Dr Sally Krigstin
Title: MFC Coordinator

Signature: _____ Date: _____

2. For the Host Organization:

Name (please print):
Title:

Signature: _____ Date: _____

3. MFC Intern (student):

Name (please print):

Signature: _____ Date: _____

GUIDELINES FOR MFC INTERNSHIPS

Internship Roles and Responsibilities

The Master of Forest Conservation (MFC) is an intensive 16-month program with a strong focus on practical field and laboratory training, Canadian and foreign residential field courses, practical internships and individual and group research. It provides a strong, coherent professional education in forest conservation to students from diverse backgrounds. During the internship, the student must address a real management issue identified in collaboration with the host organization. The internship must involve practical and preferably “field” work and should include interaction with scientists, managers and forest workers. The intern will complete a comprehensive analysis of a forestry problem or issue, and document that analysis in a written report to be submitted to the university and the host organization upon completion of the internship.

The MFC intern must maintain contact with Kathy Giesbrecht, Internship Coordinator at the Faculty of Forestry, throughout the internship. The method of contact (phone, fax, e-mail, etc.) will vary by intern.

Host Organization’s Role:

The host organization will play a primary role in identifying the objectives of the internship and is expected to:

- designate a supervisor for the student and provide a clear work plan which includes duties and lines of responsibility within the organization.
- assist the student in securing a work visa (if applicable) or any other official documents needed for the internship.
- brief other host organization staff about the role and duties of the student.
- provide briefing/training on safety and any special requirements at a level appropriate to the work background of the student. Organizations should understand that the level of orientation, instruction and guidance needed by each student will vary and hosts will be expected to accommodate the student’s workplace needs as best they can in the circumstances.
- advise the University of Toronto immediately of any serious illness or accident or potential threat suffered by the student, or any other concerns.
- complete an evaluation of the student’s progress during the internship and discuss this with the student before completion of the internship, and submit to the university by August 31st.
- It is recognized that the precise terms will vary considerably, but the host organization is expected to provide the student with a salary, a stipend to cover room and board or adequate and safe living accommodation and meals for the duration of the internship. Some organizations prefer to formally hire and reimburse the interns as summer students, and they are encouraged to do so. Generally, students are responsible for their own transportation expenses to and from the placement. However, depending on the host organization’s ability and the distance and costs involved, hosts are encouraged to pay all or part of these expenses.

The Student's Role:

- The student agrees to work under the supervision of a designated staff member of the host organization, and to comply with all the terms and working conditions of the host organization.
- Both the host organization and the MFC program administrators need to know the whereabouts of the MFC student at all times in case of emergencies. Students must contact the Faculty on a regular basis to advise on their progress and discuss any issues which may arise. The Faculty must be informed of travel plans to and from the placement, of his/her address and how he/she can be contacted, and also students must advise the host organization and the University of Toronto (MFC program) in advance of any proposed travel or change in internship location.
- Students on international placements should register with the Canadian Embassy upon arrival.
- In the event of an emergency, students should contact the Faculty of Forestry. Office telephone numbers are as follows: (see Faculty Contact sheet for full listing of contact numbers):

• Sally Krigstin, MFC Coordinator	416-946-8507
• Kathy Giesbrecht, Internship Coordinator	416-978-5751
• Amalia Veneziano, Dean's Assistant	416-978-5480
• Ian Kennedy, Systems Manager	416-978-7083
- For students on international placements only - In the event of emergency, follow the same procedure as above. However, if you are unable to locate any of the staff members above, you should contact the University of Toronto Police collect at 416-978-2222. The U of T Police will then begin to contact appropriate Safety Abroad Office staff. The staff member will call you back as soon as possible. (Please note that this could take up to 24 hours.)
- For students on international placements, in the event of a regional disaster, it is the student's responsibility to contact the Safety Abroad Office at University of Toronto or the Faculty of Forestry. The contact number for Safety Abroad Office is 416-946-3929 or email at safety.abroad@utoronto.ca.
- In case of an accident that falls under the jurisdiction of the Workplace Safety & Insurance Board, follow the accident reporting procedures described in the attached memo from the University of Toronto's Disability Claims and Accommodations Services department, as well as the procedures of the host organization.
- Travel costs to and from the location of the internship together with incidental fees such as health or accident insurance or visa fees, are usually the responsibility of the student. Supplementary travel insurance is strongly recommended, and the insurance information must be provided to the University for their files in case of emergency.
- Students are responsible for their own personal possessions (clothing, cameras, etc.).
- If the student's major paper is based on the internship, a copy of this document should be submitted to the host organization before graduation. If the major paper does not relate directly to internship activities, a written report must be submitted to the host organization upon completion of the internship, at a date agreed upon between the student and the host, but no later than September 30th. This report should address proposed measures for solutions to the problem or issue addressed in the internship.

The University's Role:

- MFC students on unpaid internships are covered by the Workplace Safety & Insurance Board under a special program funded by the Ministry of Education and Training (see memo from the WSIB Administrator for the University of Toronto). Information packages will be provided to the students and hosts by the internship coordinator. Students who are being paid should be covered under the host's WS&IB plan.
- The University maintains a policy of comprehensive general liability insurance which protects both the University and the student against legal liability for death, injury or property damage caused by the student during the internship. The policy has a limit per occurrence in excess of \$1 million and will respond to defend and indemnify the University and the student against an allegation of negligence.

