

## Student-Initiated Internship Application

This application MUST be completed by both the student and their direct supervisor.

Please submit this completed form to Karen Thorburn, Co-op & Internship Student Manager,  
[thorbk1@mcmaster.ca](mailto:thorbk1@mcmaster.ca).

### PART A) Student Employment Details (to be completed by student)

Name of Employer

Job Title

Location: remote, on-site, or hybrid (if on-site, please provide full address including postal code)

Hours per Week

Rate of Pay\*

\*Please note that the rate of pay MUST be at least minimum wage per hour. For international opportunities, students must be paid an equivalent to Ontario's minimum wage. No honourarium or stipend positions will be approved.

Start Date

End Date

Main Roles and Responsibilities (Please feel free to paste the original job description)

Brief statement of interest outlining how your current job is linked to your studies in Social Sciences and has an element of career exploration.

### PART B) Internship Fee Structure

The following fees are applied to all approved student-initiated internship placements.

Internship Type	Each 4-month Term
Full-time (26 – 40 hours)	\$200
Part-time (5 – 25 hours)	\$100

I confirm I have reviewed the [Social Sciences Internship Eligibility Criteria](#).

I confirm that I have successfully completed SOCSCI 2ELO: Career Planning for the Social Sciences.

I confirm that my application is accurate and complete.

I confirm that my on-site supervisor does not have a familial relation and/or is not a student/peer.

Student Name

Student ID Number

Program Name & Level

McMaster Email

## PART C) Employer Confirmation of Support

Please note this is to be reviewed and completed by the student's direct supervisor.

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Throughout the year, the Careers & Experiential Education team works closely with a number of different employers to cultivate various internship placements for Social Sciences students.

These positions, though not cultivated through the Careers & Experiential Education team, hold equal value in providing students with a unique opportunity to optimize on the learning opportunities within the role, by making purposeful links between classroom learning and real work settings.

This student has taken the initiative to transform their position into a rewarding internship. If the student completes the requirements and receives a positive employer evaluation, the student receives a "Pass" on their transcript, as well as a notation outlining the specific position they held, with which organization and the length of the placement.

Should you be in support of this opportunity, please note the following:

### 1) Student Responsibilities

Once it is determined that a student's current position meets the criteria of the Social Sciences Internship Program, they are then oriented to and registered in the program. From there, the student must fulfill the following requirements:

- i. The student must complete a Learning Plan outlining what they hope to learn from this experience.
- ii. Towards the end of the placement, the student must complete and submit the Student Evaluation form.

### 2) Employer Responsibilities

As the student's direct supervisor, we ask that you please:

- i. Review and sign the student's completed Learning Plan indicating your approval.
- ii. Complete an Employer Evaluation form, providing feedback on the student's performance. This evaluation must be submitted in a timely manner in order for a grade to appear on the student's record.

### 3) McMaster University, Faculty of Social Sciences Responsibilities

Careers & Experiential Education Team agrees to:

- i. Orient the student into the Social Sciences Internship Program.
- ii. Arrange to contact the student through meetings, telephone calls or emails to review the student's placement experience and progress in accomplishing his/her learning objectives.
- iii. Provide support to the student and supervisor, as necessary.

If you support this initiative and agree to the above-mentioned responsibilities, please complete and sign below.

Name of Organization

Address of Organization

Supervisor Job Title

Supervisor Email

Supervisor Name

Supervisor Signature

Thank you for completing this application.