



Centre for Digital Humanities

Faculty of Humanities

INTERNSHIP CONTRACT

SECTION TO BE COMPLETED BY INTERNSHIP STUDENT

I, (Name & Student ID #) _____ am an undergraduate student in the Centre for Digital Humanities. I agree to serve as an internship student with:

Internship Organization: _____

Address: _____

_____ Postal Code: _____

Supervisor's Name (please print): _____

Supervisor's Title: _____

Supervisor's Phone: (____) _____ Supervisor's Email: _____

Student Information: VISA Student? Y N Personal Phone #: (____) _____

Student's Brock Email Address: _____@brocku.ca

SECTION TO BE COMPLETED BY INTERNSHIP SUPERVISOR

Intern Job Title: _____ Hours/Wk (Total = 80 hrs expected): _____

Intern Student's Phone (Direct): (____) _____

Term (circle one): Spring/Summer Fall Winter **Start Date:** _____ **End Date:** _____

Is the internship covered by the organization's Workplace Safety & Insurance Board (WSIB)? Y N

Job Description: To be attached to this form -- a description of the intern's responsibilities, the objectives and the time frame.

By signing below, you agree to all conditions listed above:

Student Intern

Date

Internship Supervisor

Date

Coordinator, Centre for Digital Humanities

Date

Note: This form must be completed and signed prior to beginning the internship experience. The student is responsible for submitting this form to the Centre for Digital Humanities Coordinator to receive the necessary override to proceed with IASC 3P95. It is the student's responsibility to gain an understanding of which type of insurance coverage they have access to and the parameters and limitations of said coverage. Additional information regarding coverage can be directed to Brock University, Health, Safety and Wellness Department 905 688-5550 ext. 4237 or ext. 6086.

Should an Accident or Injury Occur:

- Immediately inform Human Resources, Brock University **905-688-5550 ext. 6086** and the appropriate officer in your organization. **Claims management will be handled by Brock University**
- Notify the Centre for Digital Humanities Coordinator (905-688-5550, ext. 4622)
- Complete an Incident Report provided by your organization. Make at least one copy to provide to Brock University