

**Application for Internship in Medical
Sciences: BIOM 4460H**

Biology Department

To apply, you will need to submit the following:

- 1) This fillable application form and the Student Internship Agreement Form
- 2) Copy of most recent official or unofficial transcript(s)
- 3) A copy of your resume
- 4) The name of a Trent faculty member for a reference (they must have agreed to be a reference for you)

Submit an emailed copy to Jennifer Kerswill (jkerswill@trentu.ca) by April 15 of the academic year before enrollment in the course.

A. Personal Information

Full Name:

Student number:

Telephone (summer):

Email address:

Preference for internship term (check one – not a guarantee): Fall Winter

B. Interests within the Hospital (for rotations – not a guarantee)

1.

2.

C. Relevant Experience and Background

Please describe your interest and experience in medical science, and why you wish to take this course.

BIOM 4460H Pre-req Requirements

Please indicate the mark received for each course taken. Indicate with “INP” the courses you are currently taken. Indicate with “NAY” the courses you plan to take in the next academic year.

Pre-Requisite Credits:

My cumulative GPA is:

14.0 University Credits (check):

Including the following courses:

BIOL 3040H
BIOL 3080H
BIOL 3830H or
BIOL 3840H

Plus 0.5 credit at 3000 level or beyond:

Student Internship Agreement Form

DUE April 15th to jkerswill@trentu.ca

Students must complete this mandatory form to take BIOM 4460H.

In recognition of my responsibility to successfully complete this internship, I agree to observe the following:

1. I will report to my internship on time and will work the hours specified by the internship host. If I cannot work the specified hours due to circumstances beyond my control, I will immediately inform my internship host of my inability to work the specified hours, and where possible, make up these hours.
2. I will adhere to standards of professional conduct required while at my internship, which includes:
 - Professional dress code (no jeans, no yoga/workout clothes, no spaghetti-strap tops, no flip-flops, etc. unless otherwise indicated by the Employer.)
 - NO telephone calls UNLESS IT IS AN EMERGENCY
 - NO text messaging
 - NO Facebook, Twitter, or other personal social media additions (from workplace) or updates on company time or on company equipment or online comments about workplace
 - NO personal internet or email use at host employer
 - Appropriate greeting message on personal telephone (i.e. number given to host employer)
 - Trent University email address only (when required unless company provides you with an email address)
 - Proper etiquette as appropriate for other social media – same rules as above
3. If I must be absent due to illness/injury, I will telephone (not text message or email) the internship host as soon as possible.
4. I will phone within one-half hour BEFORE my normal starting time, and will call in every day, if my necessary absence requires me to be away more than one day.

5. If I sustain any injury on the job, I will immediately notify my employer or supervisor and I will contact the Environmental Health and Safety Officer, Human Resources at humanresources@trentu.ca.
6. If I encounter any problems at my internship, I will try to resolve them with my immediate supervisor and/or I will contact the Biomedical Coordinator at the university.
7. I will schedule any personal appointments outside of internship hours. If this is not possible, I will discuss it with the internship host and arrange to make up the lost time.
8. I will conform to all of the internship host's policies, procedures, and safety regulations.
9. I accept that my internship hours must be worked around my lecture and lab schedule. I cannot miss a class or lab for an internship activity, unless approved by the Biomedical Coordinator and class instructor at least 24 hours in advance of the class.
10. I accept that my internship is a minimum of 36 hours, with one employer.
11. **Students are REQUIRED to complete all the Non-Academic Requirements by August 10.**
If these forms are not submitted to the Placement Officer by this date, students will be removed from BIOM 4460H and registered in BIOM 4450Y.

Student Name:

Student Number:

Trent University Email Address:

I have read and I understand the requirements of this Internship Agreement. I agree that I will abide by all the above terms and conditions and understand that in the event I do not do so, I will receive a grade of "FL" (fail) for this course.

I agree to the terms and conditions of the internship:

X

Signature

Date