Graduate Student Internship Program: Document of Support

Program Overview
The Graduate Student Internship Program is a collaborative initiative between The Student Success Centre and the School of Graduate and Postdoctoral Studies. This experiential learning program is designed to create opportunities for graduate students to develop professional skills, connect their discipline specific theory with practice, and expand their professional portfolios. These internship opportunities can be part- or full-time and are paid work terms. They can vary in length from 4-, 8- to 12-months and must have start dates at the beginning of terms (e.g., January, May, or September).

Graduate students interested in participating must request access to Western’s Graduate Student Internship Program portal at Western CareerCentral (https://www.westerncareercentral.ca). Students must complete a short admission form to receive approval from the coordinator to view internship postings. In order to apply to internship postings, students must upload this document of support, completed by their Thesis Supervisor and Graduate Chair, along with their application package (resume/cover letter). This document of support will be considered valid for a period of one year beginning from the earliest date signed. If a student is successful in securing an internship, they may then apply for a change of registration through the School of Graduate and Postdoctoral Studies.

Thesis Supervisor and Graduate Chair Support for Participation

Student Name: _________________________

I support the above-mentioned student to participate in the Graduate Student Internship Program at Western University. As their Thesis Supervisor, I permit the student to participate in an internship for up to _________ months. I understand that this may result in a change to their registration or involve a leave of absence from their degree program.

I also confirm the student meets the following requirements for participation in the internship program:

☐ Student is in ‘good academic standing’ according to the program standards
☐ Student has completed their course work (master’s students) or comprehensive exam or equivalent (doctoral students)

Thesis Supervisor:

________________________ ___________________________ ______________
Print Name Signature Date

Phone Number Email Address

Confirmed by Graduate Chair:

________________________ ___________________________ ______________
Print Name Signature Date

Phone Number Email Address