

**Graduate Program Document of Support  
Graduate Student Internship Program**

**Program Overview:**

The Graduate Student Internship Program is a collaborative initiative between Western’s Careers & Experience team 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. The internship opportunities are full-time, paid work terms. They can vary in length from 4-, 8- to 12- months (1, 2 or 3 terms) and must have start dates at the beginning of terms (e.g., January, May, or September).

**Student and Internship Details:**

<b>Student Name:</b>	<b>Western ID:</b>
<b>Job ID:</b>	<b>Position:</b>
<b>Student’s Graduate Program and Degree:</b>	
Thesis-Based <input type="checkbox"/> Non Thesis (Course- and project-based) <input type="checkbox"/>	
<b>Number of terms completed in graduate degree program:</b>	
<b>Internship Start Date:</b>	<b>Internship End Date:</b>
<b>Internship Length: _____term(s)</b>	

**By signing this document the Thesis Supervisor(s) and/or Graduate Chair are agreeing to the following:**

- I/we confirm the student meets the graduate program conditions for progression toward their degree.
- I/we understand that this full-time internship will involve an Internship Leave of Absence from their degree program for the duration of their internship, unless all parties involved (degree program, SGPS, and employer) have agreed upon an alternate registration status.
- I/we understand, therefore, that the student’s academic studies and research will be paused during this time, unless all parties involved (degree program, SGPS, and employer) have agreed upon an alternate registration status.
- I/we agree to the above-mentioned student participating in a full-time internship for \_\_\_\_\_ term(s).

**Graduate Program Approval:**

- Thesis-based students: This document must be signed by ALL Thesis Supervisors AND your Graduate Chair.
- Non-Thesis (Course- and project- based) students: This document must be signed by your Graduate Chair.

<b>Thesis Supervisor(s):</b>		
<i>Supervisor Name and Title</i>	<i>Signature</i>	<i>Date</i>
<i>Supervisor Name and Title</i>	<i>Signature</i>	<i>Date</i>
<i>Supervisor Name and Title</i>	<i>Signature</i>	<i>Date</i>
<b>Graduate Chair:</b>		
<i>Name</i>	<i>Signature</i>	<i>Date</i>