



The VADA Program

Visual and Automated Disease Analytics
Graduate Training Program

Internship Agreement Form

Information

Student Name	
Host Organization	
Host Supervisor	
Internship Street Address	
City	
Province/State	
Country	
Postal Code	
Phone	
Host E-Mail Address	
Others involved in supervising/mentoring the student	
Internship start date	
Internship end date	
Time commitment <i>(should be 35-40 hrs/week for at least 8 weeks if MSc student or 16 weeks if PhD student). Trainees on a study permit can spread out the total number of hours over a longer period of time if needed</i>	Hours per week Number of weeks
Remuneration	\$ Per hour or \$ total

Overall Internship Objectives

The internship experience will:

- provide the supervisor with opportunities to involve the student in projects that reflect relevant needs of the host site;
- facilitate interactions and learning experiences for the student and supervisor(s); and
- expose the student to opportunities and challenges regarding the interface between research and decision-making.

Supervisor Responsibilities:

- to supervise, mentor and facilitate the student's awareness of the interface of research and decision-making;
- to provide the agency support that is required for the student to successfully complete the internship project outlined below;
- to facilitate the student's introduction to the agency by supplying background materials (e.g., organizational charts, annual reports) as well as formally introducing the student and their internship role to staff, either in-person or via email/mail;
- to participate on the Supervisory Committee; and
- to participate in the Performance Appraisal at the end of the internship.





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Students Responsibilities

The student will

- engage in a project in a real-world setting that is consistent with the purpose of the VADA Program and the host organization/agency mandate;
- contribute to the professional development of the supervisor and other personnel in the host agency as opportunities arise to share information about visual and automated disease analytics.
- participate as an effective team member; and,
- complete specific obligations and responsibilities, as outlined in this agreement, and the Internship Performance Appraisal (appended), including the following:
 - communicate formally or informally to the agency personnel on the results of the internship project or project(s);
 - prepare and present a seminar to the VADA Program students on the internship project;
 - participate in the Performance Appraisal at the end of the internship.

Project Description (describe the overall project goals, objectives and activities the student will undertake, including the mentoring component of the internship):



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Student Deliverables (itemize what the student is expected to accomplish during the internship):

Additional Student Responsibilities and Obligations (if applicable):



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Confidentiality and Proprietary Issues (identify any privacy issues associated with the internship and products and how they will be handled):

Intellectual Property Issues (identify the ownership of the research and how potential publication development will be handled):

Human Resource and Administrative Issues (identify support services available or other administrative issues pertaining to the internship):



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Financial Arrangements (if applicable, identify total amount for the internship and payment arrangements):

Internship Mid-term check in (see mid-term check in form)

At the mid-point of the internship, supervisor and student will be asked to fill out a check in form and return it to the VADA Program.

Internship Appraisal (see appended Internship Appraisal form):

At the end of the internship, a summary of the internship experience, with a Performance Appraisal, will be completed by the internship supervisor, the student, and the VADA Program.

Signatures of Supervisory Committee:

We hereby agree to the conditions of this Internship Agreement:

Student Signature:	
Internship Supervisor Signature:	
VADA Program Representative's Signature	
Date:	

Please submit your application to:

VADA Program Coordinator vada.program@chimb.ca

