

## **Undergraduate Summer Internship Terms of Reference**

### **Purpose:**

The 4 month internship will feature a 3 month hands on Meat Science laboratory research position in a team environment where all activities are supervised and a 1 month industry partner work experience which will provide an opportunity to be part of day to day activities with a company that is part of or provides services to the meat industry.

### **Eligibility:**

*To be eligible for the MEaTnet Undergraduate Summer Internship Program students must:*

- Be an undergraduate student interested in working in the meat industry or going into graduate studies in meat science or meat safety.
- Be willing to relocate.
- Be enrolled in a Faculty of Agriculture program.
- Be enrolled in spring summer semester internship course.
- If an international students, then have a visa that permits you to work in Canada.

### **Stipend Funding:**

- During the internship, undergraduate summer student stipends will be paid by the MEaTnet unless the industry partner has agreed to provide funds for the stipend or agreed to pay the student wages during the internship.
- If the industry placement partner pays the stipend but not a salary, then the MEaTnet will pay for accommodation of the student during the internship if the student is required to relocate to participate in the internship.

### **Application & Selection:**

- Applicants must email their résumé, electronic copies of their transcript, and a covering letter explaining why they are interested in a MEaTnet internship opportunity.
- Applications are accepted until March 1 each year for a start date in the first week of May.

### **Reports, Program Evaluations & Program Completion Surveys:**

- Students must participate in a half hour program completion interview with MEaTnet administrators to provide feedback at the end of their programs.
- Students must provide information on their program and research progress at the request of the MEaTnet Director or Coordinator for reports and promotional purposes as required.

### **Other Conditions:**

- Students will abide by all safety requirements communicated by their university, department, supervisors, industry mentors and industry internship supervisors and students are responsible for purchasing required safety wear or equipment that is not

supplied by the university, supervisor or industry partner. Safety equipment must be Canadian Safety Association (CSA) approved.

- Email is the main method of communication by the MEaTnet and so students are advised to check their university email account daily.
- Supervisors may have additional expectations of MEaTnet students.
- NSERC and the MEaTnet may periodically change program and reporting requirements and procedures through normal updating procedures and students and supervisors must adhere to these requirements. Changes to program and reporting requirements and any other policy changes will be communicated as soon as possible and with as much advance notice as possible and will be posted on the MEaTnet website.