Dear (Name):

First, I would like to thank you for your participation in our Clinical Research (CLRE) and Regulatory Affairs (REGA) internship program at Humber College. Internship program is a vital component of any training in order to provide skillful professionals of future.

Our students have successfully completed their first semester and on their way to completing second and final semester. They are well prepared and motivated to begin their internship placements.

Our mutual objective is to develop an internship program to meet the demands of their respective market sector, and feedback from employers to enhance their educational experience. All students who enter the program have health sciences degrees at the BSc, MSc, MD or PhD level, and all qualified applicants have been screened and trained for good interpersonal skills and a positive work ethic. Students receive a rigorous and specialized postgraduate training in their programs at Humber which are taught by industry professionals.

We have about 50 eligible students in each program who will be submitting internship applications to our internship partners. The internship will be 12 weeks in length and preferably begin on May 16, 2016. The following steps have been put in place to start the process:

1. Provide us with the completed Internship Request form (company information). Please find form attached
2. Provide us with your job posting(s)
3. The Internship Advisor will upload the job postings to the designated Blackboard website (available only to the students in the specified programs)
4. The Internship Advisor will organize the submission of cover letters and resumes to your company (designated contact person). The company may request additional documents specified in the job posting
5. The students will respond to the job posting through the Blackboard site at Humber
6. The designated contact person at the company will receive a file of resumes from the Internship Advisor at Humber College to review
7. You will select students for interviews and your interviewer/s conduct/s interviews with candidates of your choice.
8. Next you will advise the Internship Advisor of your selected candidates for interview with a specific interview date, time, and place.
9. Internship Advisor will inform the student candidates of the interview date, time, and place
10. A confirmation of interview date, time, and place will be communicated to the employer
11. The employer will extend an offer letter including the start date to the student(s) through Internship Advisor in a timely manner
12. The offer of acceptance will then be extended to the student(s) by the Internship Advisor

Also, attached to this email, you will find a set of required forms to assist you with assessment of student’s progress and performance throughout the internship. Once the student is accepted into the placement, we request you to complete these forms with the student and submit them from the supervisor's email address within the assigned time frames identified on the forms.

Please note that the completion and submission of the following forms (attached to this email) are required components of this program for graduation.

Form One: **Objectives** set within 48 hours of starting the internship

Form Two: **6 Week Evaluation** for performance feedback

Form Three**:** **12 Week Evaluation** for final performance feedback

I would like to thank you again for your commitment in working with the Humber College Postgraduate Internship Program. It is through employers such as yourself, that we are able to maintain the calibre of our program and offer our students this valuable addition to the academic curriculum.

If you have any questions or concerns or require further support during the internship process, please do not hesitate to contact us.

Kind Regards,

Mojgan

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