

Instructions for Completing and Submitting the CHEM 497 Course Agreement. Please read carefully.

1. This form is a contract between the student, the CHEM 497 faculty supervisor, and the organization contact/supervisor. This form contains two parts: Part A, the course agreement and Part B, the One-Time Placement Agreement. Part A is completed in consultation with the faculty supervisor and Part B requires a signature from the organization.
 2. Students must complete Parts A and B and save a copy of the form to their computer.
 3. Part A requires three digital signatures.
 - a. **Student:** The student signs Part A and then emails it to the Faculty Supervisor.
 - b. **CHEM 497 Faculty Supervisor:** The faculty supervisor will digitally sign Part A and email it to the Department Chair. Once the form is signed by the faculty supervisor, it cannot be changed by the Chair.
 - d. **Department Chair:** The Chair is the final signature to Part A. Once signed, the Chair submits Part A to ASIndependentStudy@macewan.ca.
 4. Students will meet with the Organization Contact/Supervisor, provide a copy of Part A and obtain a signature for Part B. **Once Part B has been signed by the organization, the student will return the One-Time Placement Agreement to the CHEM 497 Faculty Supervisor.**
 5. By signing this form, you confirm you are not concurrently taking any other placement/internship courses.
 6. There are government restrictions on work based internships for international students. If you are international student, ensure you confirm eligibility with the faculty supervisor before signing this form.
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Student Name: _____

Student ID: _____

Placement Start Date: _____

Placement End Date: _____

Faculty Supervisor: _____

Faculty Supervisor Email: _____

Organization: _____

Organization Contact/Supervisor: _____ Contact Phone Number: _____

Contact Address: _____ Contact Email: _____

Work Description:

In consultation with the Organization Contact/Supervisor, describe the proposed work.

Learning Outcomes

In consultation with the faculty supervisor, list the learning outcomes for the internship and the academic project related to the work. This includes the chemistry skills developed by working with the organization.

Guidelines for Evaluation

With the assistance of the faculty supervisor and the organization contact, prepare a proposal with clear learning objectives for the following course elements. Students must complete the professional ethics workshop.

Course Element	Range	Agreed %	Due Date
Proposal for work experience and academic project	10-20%	10	
Monthly performance reports	15-30%		
January report		10	
February report		10	
March report		10	
Professional ethics seminar and workplace safety training ¹	10-20%	15	
Employer/faculty assessment of work achieved	10-25%	10	
End of internship report	25-50%	20	
End of internship poster presentation (Will be part of Student Research Day)	10-30%	10	

Mid Term presentation (5%): Feb 15, 2026

¹ Students must successfully complete the professional ethics seminar and workplace safety training to proceed with the work placement

Other Course Information and Feedback

Other course information and feedback includes any other feedback strategies and the frequency with which the student, project supervisor, and/or organization contact will meet. The student must receive some feedback prior to the term’s withdrawal deadline.

Signatures

Student Signature: _____

Date: _____

Faculty Supervisor Signature: _____

Date: _____

Department Chair Signature: _____

Date: _____



CHEM 497: CHEMISTRY INTERNSHIP PRACTICUM
PART B: ONE-TIME PLACEMENT AGREEMENT
Faculty of Arts and Science

Section 1: To be completed by the student

Date: _____

Host Organization: _____ (the "Host Organization")

Primary Contact: _____

Re: **Work Integrated Learning Agreement between the Board of Governors of Grant MacEwan University ("MacEwan University") and the Host Organization**

Student Information:

Student Name: _____

Program: _____

MacEwan University Supervisor: _____

Course Name and Number: **CHEM 497**

Placement Information:

Organization Contact: _____

Placement Start Date: _____

Contact Title: _____

Placement End Date: _____

Address: _____

Postal Code: _____

Phone Number: _____

Email: _____

Please refer to Part A for the **Applicable Course Learning Outcomes** and **Supervision and Evaluation Requirements**.

Section 2: To be completed by the Host Organization and Representative from Grant MacEwan University.

The Host Organization agrees to provide a Work Integrated Learning placement in accordance with the following:

The Host Organization will provide any specific policies or procedures which apply to the Student as part of the Work Integrated Learning placement, to MacEwan University in advance so MacEwan University can properly advise the Student. At all times, the Student is required to abide by all MacEwan University policies with respect to the Work Integrated Learning placement. During the placement, the Student remains a student of MacEwan University, regardless of whether he or she is an employee of the Host Organization.

Either party may cancel this Agreement by giving 30 days' written notice to the other party. If the Host Organization determines that the Student has acted in a way that compromises the safety or security of its staff, patients or members of the public, this Agreement may be cancelled immediately upon notice (including the reasons for termination) to MacEwan University. MacEwan University reserves the right to remove the Student from the placement at any given time without notice.

MacEwan University is responsible for any negligent acts or omissions by its students or instructors; the Host Organization is responsible for any negligent acts or omissions by its employees, contractors, or representatives. MacEwan University students attending placements within Alberta are covered by the Workers Compensation Act. All information provided by one party to the other pursuant to this Agreement is subject to the Freedom of Information and Protection of Privacy Act (Alberta).

The Host Organization understands the Work Integrated Learning placement is a learning opportunity for the Student and will support the Applicable Course Learning Outcomes listed above. In addition, the Host Organization agrees to provide the Supervision and Evaluation Requirements listed above.

This Agreement is effective as of the date specified above and is executed by persons duly authorized to enter into such agreements.

**THE BOARD OF GOVERNORS OF GRANT
MACEWAN UNIVERSITY**

HOST ORGANIZATION

Name:

Name:

Title:

Title: