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12 January 2021

Dear Internship Supervisor:

McGill University's Faculty of Agriculture and Environmental Science, located on the Macdonald Campus, includes among its course offerings an Internship in Agricultural Development (AGRI 499). We thank you for participating in this initiative, which has much to offer to both you and the students.

The objectives of the course are:

- To give the students first-hand experience in the broad agri-food development sector and to gain insight into the role and responsibilities of a professional in this field.
- To provide an opportunity for employers to hire highly motivated students.
- To strengthen the collaborative links between our Faculty and prospective employers of our students.

We are expecting that the student work a minimum of 210 hours. Provincial tax credits may be available to Québec employers to offset the expenses associated with training and supervising an intern. If you are a Québec-based employer, McGill will send you an *Attestation de participation à un stage de formation admissible* on behalf of the student, after the end of the internship.

I will ask you to assess the student mid-way through the summer through a short questionnaire, and at the end of the internship I will ask you to fill out a more detailed evaluation of the student's performance. The student will make a short video about the internship, which will be publicly visible on the Macdonald Campus Youtube channel, if all necessary authorizations are given, including yours. In addition, he or she will prepare a report on their internship work. This report can take the form of an activity report, an experiment, a study or a research paper, and your support for the preparation of this report is much appreciated. Over the coming weeks, we will plan a meeting either in person or online, to discuss the internship and I will answer any questions you may have. I will ask the student to organize this meeting when all three of us are available.

We thank you in advance for participating in this unique opportunity for students and employers. Please do not hesitate to contact me if you have questions or need further information.

Yours sincerely,

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