**STATEMENT OF INTERNSHIP GRIEVANCE**

***FORM 3****: Statement 0f Internship Grievance*

**GENERAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name in full:** |  | **Student ID:** |  |
| **Email:** |  | **Intake:** |  |
| **College:** |  | | |
| **Type of internship:** | 5in5  Summer  Work placement  Other:……………………… | | |
| **Credit:** | Non Credit-bearing  Credit-bearing:………………………………………credit | | |
| **Course Code:** |  | | |
| **Host Company:** |  | | |
| **Internship position:** |  | | |
| **Industry supervisor:** |  | | |
| **Faculty supervisor:** |  | | |

**STATEMENT GRIEVANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Incident:** |  | **Time of Incident:** |  |
| **Email:** |  | **Intake:** |  |
| **Location of Incident:** |  | | |
| **Please describe the incident in detail:** |  | | |
| **Witness information:** | *If there are others who have witnessed the incident, please provide their names and phone numbers below:* | | |
| **Repeated issue:** | Is this the first time you have raised concern about this issue?  Yes  No | | |
| **Suggestion** | Do you have any suggestions for resolving this issue? | | |
| **Additional information** | Do you have any additional information? If so, please explain. | | |

I hereby confirm that I have described the incident truthfully to the best of my knowledge.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**