TL72 – Internships and Practica

These records relate to the administration of internships, practica, and other student trainee programs.

Content & Scope
A number of University programs include mandatory or voluntary participation in internships, practica, and other experiential learning opportunities as part of their requirements.

This records class excludes agreements with partner institutions, agencies, and organizations and evaluations of individual students' performance in the program.

The records include program requirements, application procedures, participation guidelines, information regarding students participating in the program, and related correspondence.

Related Records
- For evaluations of individual students' participation in internships and practica, see ST65 – Student Files, Graduate and ST68 – Student Files, Undergraduate.
- For contracts and agreements with institutions, agencies, and organizations, see AD70 – Contracts & Agreements.

Responsible Unit
Academic departments and schools.

Information Steward
Dean of the relevant faculty.

Information Confidentiality Classification
- Public: Participation guidelines, application procedures, and other guidance provided to students.
- Restricted: information regarding students participating in the program.
- Confidential: all other records.

Retention
5 years.

Disposition
Secure Destruction.

Authority
University of Waterloo Act, 1972.

Retention Rationale
The retention period is based on operational use.
Approval Date(s)
26 July 2010