

Applied Human Sciences Internships
If something out of the ordinary happens

It is rare, but possible that something unexpected happens during your internship. In these situations, do not wait for class or for your professor to read your internship journal. Instead, send an email to your professor about the issue. If you cannot reach your professor, send an email to Steven Henle, the AHSC Internship Coordinator at steven.henle@concordia.ca

What situations should concern you enough that you need to send your professor an email?

1. You are being asked (forced) to do something you are uncomfortable doing.
2. If established protocols and procedures are not being followed.
3. You are experiencing racist, homophobic, ageist, genderist, ableist (or other) attitudes or behaviours.
4. Radical changes to the internship project/work, done without consultation with the student and the course professor.
5. If you are exposed to or witness violent, abusive or illegal activity.
6. If you are injured during your internship.
 - a. Your professor will need to complete the [injury / near miss report](#)
7. If you have been warned that you are not performing the internship properly.
8. If you have been fired from the internship.
9. If you miss internship hours, notify your internship supervisor, and update your internship professor, including if you are sick and need to take time off.

When in doubt, reach out to your professor. Open lines of communication are key to a successful internship.