

JOHNSON SHOYAMA GRADUATE SCHOOL OF PUBLIC POLICY EXECUTIVE INTERNSHIP STUDENT HANDBOOK

2018-19

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PART 1: APPLICATION TO THE JSGS EXECUTIVE INTERNSHIP

A. Program Overview

Students pursuing a JSGS Executive Internship must apply to the school and undergo a comprehensive assessment process. The results of the assessment process, followed by a panel interview and presentation will determine which students receive internship placement offers. Internships are either a four to eight month paid federal internship that commence in May or September or an eight month scholarship-based internship that run from September to April with employer groups ranging from provincial, municipal, provincial agencies and etc.

The JSGS Executive Internship Program features:

- > mentorship by a senior member of a government ministry, department or agency.
- > hands-on experience.
- > networking and professional development.

After completing the internship program, there is **no guarantee of future employment**, however, interns will be encouraged and better positioned to compete for future employment. In some cases, JSGS interns have continued on with their placement departments.

B. Eligibility Criteria

In order to qualify for a JSGS internship placement, applicants must be a current (not graduated) JSGS MPA/MPP/MAEPA student with a minimum 75% average and at least 50% of their program completed prior to the start of the internship placement

C. Key Dates

Activity	Date
<i>Student application period</i>	<i>January 1 to February 1</i>
<i>Assessment of interns (review of applications and interviews)</i>	<i>February 1 to March 31</i>
<i>Internship placements confirmed and offers made to interns</i>	<i>April 30</i>
<i>Agreements between ministries/departments, university and students are signed</i>	<i>April -July 30</i>
<i>Internship placements begin</i>	<i>September</i>
<i>Completion of Internship</i>	<i>April</i>

D. Application Process

Applications are accepted from **January 1 to February 1, annually**. Students interested in pursuing a JSGS Executive Internship placement will apply to the program and undergo a comprehensive assessment process. Short-listed applicants will be invited to an interview. Interviews will include an oral presentation.

Application to the internship program consists of:

- > Submission of the JSGS Internship application cover page check list.
- > Submission of a professional cover letter and resume. In the cover letter, applicants are invited to briefly explain why they are interested in an internship.
- > Two academic references (from JSGS faculty). Please note JSGS will contact faculty for reference details, applicants are just required to submit faculty names.
- > A one-page autobiography (500 words or less) plus a photo.
- > An examination of the student's academic standing. Applicants can access this information via their PAWS or U of R Self-Serve account.

Applications are to be sent electronically, via email attachment to the Student Experience Officer. Applicants will receive an email confirming that their application package has been received. If applicants do not receive confirmation within a week, they should contact the Johnson Shoyama Graduate School. Only complete application packages will be accepted.

E. Selection of Interns

JSGS will perform the initial screening of the academic standing of all applicants to ensure that they have completed or are registered to complete fifty per cent of courses. Students who meet the required academic standards will be invited to participate in an interview and completion of a briefing note to further assess their competencies. The interview panel will consist of JSGS and employer representatives. Interviews are generally scheduled in February or March and will last approximately one hour. Students will also be given an hour to create a briefing note based off the topics they are given on the day of the interview. This process is intended to assess students' written communication skills, in a short time frame.

F. Placement of Interns

Following the initial interview, students may be invited to a second interview to meet with a prospective mentor or mentors. The mentors will assess the suitability of the student(s) and if deemed a good fit, provide an initial verbal offer to the selected candidate.

Placements are finalized once all necessary documentation has been completed (e.g. security clearance, criminal record checks, etc.) and a written contract between the school, student and partnering organization has been signed.

G. JSGS 850: Executive Internship Course Registration

Interns are required to register in JSGS 850: JSGS Executive Internship course each semester they are in the internship program (e.g. Spring term internships beginning in May and the Fall and Winter terms for eight month internships that begin in September). Participation in the internship program entails a **university-applied fee**

based upon registration in the JSGS 850: Executive Internship course. Check with the JSGS Student Experience Officer for current internship tuition rates.

Tuition due dates for each semester are available at:

U of S campus students: <http://students.usask.ca/money/tuition-fees/pay.php>

U of R campus Students: <http://www.uregina.ca/fs/students/faq.html>

H. International Students

JSGS international students are encouraged to apply to the internship program, keeping in mind that it can take up to three months to process an Co-op/Internship work permit and a security clearance.

1. Internship/Co-op Work Permit

Once selected for an internship placement and a letter of offer is received from the school, international students need to apply for a Co-op/Internship work permit. If the student's Study Permit is due to expire prior to the start of the internship, the student can apply for the Co-op/ Internship Work Permit and an extension of their Study Permit at the same time.

For assistance with applying for either the Co-op/Internship Permit or the Study Permit contact:

Gingi Sheppard, International Student Officer
International Student & Study Abroad Centre (ISSAC)
Room 80, Lower Place Riel, 1 Campus Drive
University of Saskatchewan
PH: (306) 966-2792 Email: gingi.sheppard@usask.ca

Haroon Chaudhry, Manager of International
Student Services Office
UR International, College West 109
University of Regina
PH: (306) 337-3335 Email:
haroon.chaudhry@uregina.ca

PART 2: DURING THE JSGS EXECUTIVE INTERNSHIP

A. JSGS Internship Advisor

The JSGS Student Experience Officer is the primary advisor to the interns in the program. The advisor is the initial point of contact for questions and for support during the internship placement. Part of this support will include Intern lunch and learns which will be scheduled each month beginning in September. Watch for emails with further details.

Student Experience Officer
Johnson Shoyama Graduate School of Public Policy
University of Regina
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Tel: 306.585.5468
Email: Tianna.Yaskow@uregina.ca

B. Internship Remuneration

Remuneration for federal internship placements is based on an hourly wage determined by the host federal department. Provincial, municipal, interns in other agencies receive a scholarship of \$25,000.00 paid to the intern in equal bi-weekly installments. JSGS does **not** compensate students that are required to move for an internship placement.

Health benefits: U of R and U of S interns wanting to maintain their student health benefits will need to ‘opt-in’ to get Student Care Health Benefits at <http://www.ihaveaplan.ca/>

Fitness and lifestyle centre: U of S interns registered for the JSGS 850 internship course are not charged the fitness and lifestyle fee/athletic and recreation fee. Therefore, any U of S interns wishing to access the Fitness and Lifestyle Centre at the University of Regina can arrange to pay the off campus student fee to access these facilities by visiting the Campus Recreation Services Office, KHS 170 <http://www.uregina.ca/recservices/>. U of R interns are charged the recreation fee in their tuition. Therefore they can access the Fitness and Lifestyle Centre as usual.

C. Internship Planning and Assessment

In order to make the most of the internship experience, once a placement site has been confirmed, interns are encouraged to visit the ministry or department website. Researching the organization will help the intern develop a sense of what they want to learn and experience during the course of the internship.

Prior to beginning the internship and meeting with your mentor, it may also be helpful for the intern to begin working on a learning plan. The learning plan and other evaluation tools are on the JSGS Executive Internship website under resources.

1. Creating a Learning Plan

The internship learning plan is essential as it charts the course for the intern (See the JSGS Executive Internship website under resources for a template learning plan). Interns may want to ask their mentor to develop a learning plan with them, if this is not mentioned. The learning plan achieves a number of objectives, including:

- > clarifying the responsibilities of the intern and the mentor;
- > identifying learning objectives;
- > ensuring that interns are afforded opportunities to learn and demonstrate competencies learned during the placement; and
- > creating a way for interns and their mentors to measure progress at the end of the internship. The learning plan provides a benchmark for assessing whether goals and objectives were achieved, as well as identifying areas of ongoing professional development.

2. Work Plan

The internship work plan serves as a guide for the intern to accomplish goals or projects assigned to the intern. The work plan will:

- > Clarify the responsibilities of the intern and the mentor;
- > Breakdown large projects into smaller, achievable goal and provide timelines for these smaller goals. These goals will be concrete and measurable; and
- > Help the intern to stay organized.

3. Intern Progress Reporting

While the learning plan serves as a way of mapping the learning objectives of the internship, a mid-internship assessment provides a means of gauging the intern's progress. The Student Experience Officer visits each student and mentor to determine how the internship is proceeding and whether there is anything that needs to be addressed.

4. Mentor Evaluation of Intern

It is recommended that a formal evaluation of the intern be administered upon completion of the internship. The mentor evaluation of intern will be delivered via a survey tool. It serves as a means of identifying competencies achieved as a result of the internship, along with areas requiring further development. This tool can also serve as a starting point for dialogue and self-assessment. The school will use the evaluation form as confirmation that the intern has met the internship requirements.

5. Internship Exit Survey

Interns are sent an exit survey questionnaire to provide written feedback. This feedback is used by the school to improve upon the internship program.

D. JSGS Intern Scheduled Days Off

Work hours: Interns are required to work full-time hours (generally from Monday to Friday with work hours of 8:00 a.m. to 5:00 p.m. unless alternate work arrangements are made and mutually agreed upon).

Johnson Shoyama Graduate School interns are registered as students throughout the duration of their internship. Given their status as students, the school recommends the following guidelines be used to negotiate time off.

Vacation/Scheduled Days Off: The intern's hours of work are fairly flexible and differ for each placement. Therefore, it is anticipated that the mentor will start from the following scheduled breaks. The student and the mentor can then negotiate an agreed upon alternative schedule suitable to both parties. The 2016-2017 university scheduled breaks are as follows:

September 3, 2018 (Labour Day)
October 8, 2018 (Thanksgiving Day)
November 7 to 12, 2018 inclusive (Fall break – no classes)
December 25, 2018 to January 1, 2019 inclusive (Christmas/New Year's Break)
February 18, 2019 (Family Day/University Closed)
February 19 to 22, 2019 (Mid-term break - no classes)
April 19, 2019 (Good Friday)

Personal Days Off: In addition to the university vacation days outlined above, interns will be provided with 8 personal days for an eight month internship placement, to be determined in consultation with the intern's mentor. Personal days can be used to attend JSGS lectures, seminars and workshops and to schedule personal appointments.

Sick days: Interns are given 6 days. Any days used beyond this in the internship must be discussed with both the intern's mentor and the Student Experience Officer.

Note: Federal interns are hired by their respective departments and are required to follow the employee schedule for days off.

E. Taking Classes

Interns are permitted to take classes during their internship, but it is recommended that interns only take one per semester. If an intern chooses to take classes, we recommend getting permission from their mentor to ensure it does not interfere with the internship.

Interns are not allowed to hold a Graduate Teaching Assistantship (GTA) during the internship. Interns can have a Research Assistant position, but it is not recommended as it could interfere with your internship.

F. JSGS Intern Responsibilities

- > Honour the contractual agreement made at the time of your placement.
- > Respect the workplace policies and procedures that govern your placement site.
- > Act professionally in all instances, recognizing that you represent the JSGS Executive Internship Program and the Johnson Shoyama Graduate School of Public Policy.
- > It is expected that the student will balance work requirements with attendance at JSGS events (e.g. public lectures, workshops). It is recommended that interns consult with their mentor with respect to this.

G. Advice from Former JSGS Interns

- > Be professional.
- > Maintain regular and open communication with your mentor.
- > Be specific about what you want to get out of the internship and ask detailed questions on what would be expected before getting started. Don't be afraid to speak up, ask questions and seek clarification on tasks to be performed.
- > Know your weaknesses and your strengths and be open to what people have to tell you (listen to experience).
- > Be confident in the skills you have learned and do not be afraid to take initiative to get the most out of your internship.
- > Seek out opportunities to learn and grow. Often mentors are busy and forget about upcoming events and conferences that might be good for the intern's professional development. Ask to attend these events and take every opportunity to network with other employees.
- > Network and build good contacts with the different people you come across throughout your internship, including fellow interns. The chance to build a small and a close network with fellow interns is one of the program's greatest strengths.
- > Get to know others in the office, find out what they do and seek their advice as well.
- > Even though you may not be placed with the Ministry you thought you would have been, make the most of it and accept a challenge. You never know what you will learn and what you will take away from the experience.
- > Share your perspectives, thoughts, opinions, ideas and be open to the perspectives and ideas of others.
- > Take the time during your internship to create relationships with the higher level individuals you interact with now, for use later. Interns should also put a lot of effort into creating relationships with people outside the ministry while they have the opportunity. This is probably the best advantage the intern could possibly afford themselves for their career following the internship.
- > The key to having a great internship experience is to demonstrate genuine enthusiasm for policy work and to make significant emotional investments into the work you are doing.
- > Humility is a key virtue for success. Listen to your mentors and learn from their expertise. Also, share your ideas with them but never emphasize your own ideas. Ask questions when necessary for clarity and always ask your mentor if you can do anything to ease their job because they are very busy people.

For more information on the Johnson Shoyama Executive Internship Program, please contact:

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