

A successful internship placement has two elements:

1. Committed Mentors

Committed mentors are supportive of the Internship Program and are able and willing to dedicate sufficient time to performing coaching responsibilities. This includes:

- > attending a mentor orientation session;
- > monitoring the placement to ensure the experience is rewarding and valuable;
- > ensuring the interns receives an orientation to the organization/government and to the ministry/department;
- > sharing knowledge, experience and understanding of procedures at both organization/governmental, ministerial or departmental level;
- > sharing information about the organization's culture, traditions and values, and how to use this information to accomplish goals;
- > ensuring management processes are in place to support the intern such as the development of objectives, learning plans and feedback;
- > providing professional support, guidance and encouragement to help interns achieve their learning goals;
- > assisting the intern in accessing and developing a network of contacts; and
- > providing on-going feedback to the intern advisor at Johnson-Shoyama Graduate School of Public Policy.

2. Involvement in a Variety of Key Public/Private Sector Processes

In addition to the designated mentor, ministries, departments and organizations may choose to select additional executive(s) to act as back-up mentors for intern involvement in the following processes:

- > Planning and policy development
- > Budget development
- > Program development and/or delivery
- > Strategic planning and reporting

Johnson Shoyama Executive Internship Program Internship Placement Opportunity Description

Organizations interested in hosting a JSGS intern are requested to fill out and submit the attached form for consideration.

Organization: _____

Name of Contact: _____

Title: _____

Phone: _____ Email: _____

Mailing address: _____

Designated Mentor: _____

Title: _____ Organization: _____

Phone: _____ Email: _____

Mailing address: _____

Back-up Mentor: _____

Title: _____ Organization: _____

Phone: _____ Email: _____

Mailing address: _____

Location of Internship (city, province): _____

*Duration of Internship: _____ *Proposed start date: _____

Number of interns requested: _____

**Note: start dates should line up with the start of academic semesters: either May or September.
Duration of internships should line up with academic semesters: either 4 or 8 month durations.
Eight-month internship requests will receive priority over four-month placements.*

Johnson Shoyama Executive Internship Program

Internship Placement Opportunity Description

1. The JSGS encourages a 1/3 - 1/3 - 1/3 breakdown in activities during internships as follows:
- interns are tasked with one substantive, meaningful project aligned with the interns interests
 - interns will shadow the mentor to meetings, planning sessions, and other applicable experiences;
 - interns are involved in additional areas of the host organization.

Mentors will expose interns to as many areas of the organization as possible. Weekly meetings with the intern will ensure the intern is learning the practical how and why's of organizational processes and decision-making, and ensuring the internship is progressing well. Please describe how the intern would be involved in these processes within your organization.

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2. Please outline potential project options the intern will be assigned to, noting that specific assignment of projects will be determined at the time of placement, based on the intern's knowledge, skills and interests.

3. What qualities are you looking for in an intern (ie: knowledge of government or private sector, leadership, analysis and problem solving, interpersonal relations, organizational, communication, skills in research, preparing presentations, personality types, etc.) *only complete if not attending interviews*