



JSGS EXECUTIVE INTERNSHIP MENTOR HANDBOOK 2024-25

TABLE OF CONTENTS

Part 1: Overview of Program and Intern Request

Introduction	2
Program Overview	2
Benefits of JSGS Internships	3
Program Goals and Objectives	3
Important Dates	3
Requesting an Intern	4

Part II: Mentors

Role of the Mentor	5
Internship Planning and Assessment	5-6
Intern Learning Plan	5
Work Plan	6
Intern Progress Reporting	6
Mentor Evaluation of Intern	6
Internship Exit Survey	6
Internship Remuneration	6
Early Resignations from Internship Placement	7
Recommendations for Mentors	7

Part III: JSGS Interns

JSGS Intern Knowledge/Skills	8
JSGS Intern Scheduled Days off	8-9
JSGS Interns Taking Classes	9
Contact Information	10

PART I: OVERVIEW OF PROGRAM AND INTERN REQUEST

Introduction

The Johnson Shoyama Executive Internship Program was launched in 2005 with a partnership between JSGS and the Saskatchewan Public Service Commission (PSC). The program has since grown to include, but not limited to, partnerships with Saskatchewan Federal Council, the City of Regina, the City of Saskatoon and the Provincial Auditor of Saskatchewan (PAS). For a full list of past and present partners, please see the JSGS Executive Internship Website.

Our interns are paired with mentors who are at the senior level of partnering organizations with a focus on developing a high quality mentorship experience.

Program Overview

Internships are eight months in duration and are either a paid by the University of Saskatchewan, The University of Regina or the Federal Government. These partnerships provide students in the Master of Public Administration (MPA) program with the option of enhancing their graduate work with a practical, hands-on internship component.

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. JSGS students are eligible to apply for internships upon completion of 50% of their program and a minimum 75% average.

Partnering organizations will enter into an agreement with the University of Regina and/or the University of Saskatchewan to host an intern.

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.

Benefits of JSGS Internships

Both partner organizations and interns benefit from JSGS Executive Internships.

Some benefits of the JSGS Executive Internship for mentors include:

- Adding capacity to your unit;
- Provide a fresh and youthful perspective on projects and decision making;
- Access to a resource with the latest thinking in public policy; and
- Access to potential future employees.

Some benefits of the JSGS Executive Internship for interns include:

- Mentoring by a senior member of partnering organizations;
- Hands-on, practical work experience; and
- Networking and professional development.

Program Goals and Objectives

JSGS Executive Internships are intended to expose interns to and give them hands-on experience with a broad range of activities and issues related to public administration and public policy. It is anticipated that the intern's work plan will include:

- Opportunities to learn first-hand the nature of organization, including the internal workings, the reporting and structure, legislation and interface with the political structure;
- Exposure to or direct involvement in budget development; strategic planning and reporting; policy and program development and the migration of this development to the implementation, monitoring and evaluation stages;
- Opportunities to learn about organization's processes and management; and
- First-hand experience in the day to day activities of organization, such as preparing briefing notes, preparing decision items and conducting research.

Important Dates

<i>Activity</i>	<i>Date</i>
Intern Request submission period	January 2 to February 15
Assessment of interns (review of applications, Briefing Note Exercise, and internal interviews)	February 1 to March 31
Internship placements confirmed and offers made to interns	April to July
Agreements between ministries/departments, university and students are signed	April to July

Mentor Orientation	Late August
Internship Placement Timeline	September to April

Requesting an Intern

If you are interested in becoming a partnering organization and mentoring a JSGS Executive Intern, we ask that you complete the Intern Request Form on the website under 'Employer' and in the Resources and Forms tab. Completed forms are to be submitted to JSGS's Student Experience Officer between **January 1st and February 15th**. If you have questions about the program, please contact:

Student Experience Officer
Johnson Shoyama Graduate School of Public Policy
Tel: 306-585-5468
Email: js_internship@uregina.ca

PART II: MENTORS

Role of the Mentor

The mentor must be supportive of the JS GS Executive Internship Program and ideally, be able and willing to dedicate sufficient time to performing mentoring responsibilities, including:

- Determining where suitable intern learning opportunities exist in the organization;
- Attending an internship orientation session;
- Monitoring the placement to ensure the experience is rewarding and valuable;
- Ensuring the intern receives an orientation to the organization;
- Sharing knowledge, experience and understanding of procedures at the organization;
- 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 including the development of learning plans and work plans;
- Providing professional support, guidance and encouragement to help interns achieve their learning goals; and
- Assisting the intern in accessing and developing a network of contacts.

The JS GS encourages a 1/3 – 1/3 – 1/3 breakdown in activities for the interns. One third of the time, interns are tasked with one substantive, meaningful project aligned with the intern's interests; one third of the time, interns will shadow the mentor to meetings, planning sessions, and other applicable experiences; and one third of time, interns are involved in additional areas of the host organization. The mentor will also work with the Student Experience Officer from the school to provide feedback on the intern and the program.

Internship Planning and Assessment

In order to make the most of the mentor experience and the intern's experience, JS GS has provided tools to assist in dialogue, progress and evaluation of the intern and the program. All of these tools can be found on the [JS GS Executive Internship website](#).

Intern Learning Plan

The internship learning plan is essential as it charts the course for the intern. This learning plan can be used as is or adapted to meet the needs of the internship placement. The learning plan achieves a number of objectives, including:

- 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.

Work Plan

Interns and their mentors may jointly decide to create a work plan for the internship. This is optional and can be done using an internal template utilized by the mentoring organization.

Intern Progress Reporting

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

Mentor Evaluation of Intern

In addition to completing a progress report, it is required that a formal evaluation of the intern be administered upon completion of the internship. The completion of this evaluation is contingent of the intern completing the internship. The mentor evaluation of intern form 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 evaluation is administered via a survey tool. The school will use the evaluation form as confirmation that the intern has met the internship requirements.

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.

Internship Remuneration

Remuneration for federal internship placements is based on an hourly wage determined by the host federal department. Provincial, municipal and interns in other agencies receive a payment of \$30,000.00 paid to the intern in pro-rated bi-weekly installments. JSGS will invoice partnering organizations sometime between mid-April (Spring-Summer placements) to late August (Fall placements) for the full scholarship amount. JSGS and/or the employer will **not** compensate students that are required to relocate for an internship placement.

Early Resignations from Internship Placement

Students are encouraged to complete the period indicated in the Memorandum of Agreement (MOA) signed by all parties before the placement begins. If for any reason, a student is unable to fulfil this commitment, they are required to discuss this with their mentor and the SEO urgently.

If a student ends their placement before the time stipulated in the agreement, the employer will be refunded the balance remaining (of the \$30,000) after the student's last payroll.

Early resignations will result in the student being asked to withdraw from JSGS 850. Students who have not completed the placement will not receive a grade for JSGS 850.

Recommendations for Mentors

The following recommendations for future mentors are kindly provided by past mentors.

- Meet with the intern at the start of the internship to outline expectations and determine areas of interest.
- Create a learning and work plan that adopts the 1/3-1/3-1/3 principle. Include one substantive, meaningful project that is aligned with the intern's interests, as well as other, short term tasks. Whenever possible, give the intern a choice on the projects they will be working on, which best uses their skills and are aligned with their interests. Create a work plan that provides the intern with a "well-rounded" internship experience.
- Expose the intern to as many areas of the organization as possible.
- At the start of the internship, ensure the intern is oriented to the workplace and introduced to other colleagues and staff. Ensure that colleagues and staff understand the role of the intern, as well as the knowledge and expertise interns bring to the workplace.
- At the beginning of projects introduce the intern to the people they will be working with or advise the intern to introduce themselves.
- Meet with the intern regularly, weekly if possible, especially at the start of the internship.

- If you are too busy to meet with the intern regularly, consider co-mentoring the intern with someone else (e.g. executive director) to ensure the intern is able to connect regularly with a mentor and make the most of the internship.
- Whenever possible, employ an “open-door” approach to mentoring and allow interns some flexibility in their day-to-day activities and independence in work preparation and execution.

PART III: JSJS INTERNS

JSJS Intern Knowledge/Skills

JSJS students have diverse academic backgrounds and employment experiences. Along with these differences, however, they share a common graduate academic background. To be eligible for an internship, Master of Public Administration (MPA) students are required to complete fifty percent of program courses. The courses provide students with numerous knowledge and skills, some of these are listed below.

MPA students’ knowledge and skills:

- Government structure and processes;
- Policy formulation and implementation;
- Stages of decision making, typically through preparing environmental scans and policy briefs;
- How to analyze the processes in which public policy arise, compare theories and models of policy and decision making by means of writing policy analysis papers;
- Fiscal policy in a federal system, rationales for government intervention and impacts of government expenditures and taxation on the economy, when and how governments should intervene; and
- Key instruments governments use and how people and firms behave and respond to these instruments.

JSJS Intern Scheduled Days off

Work hours: Interns are required to work full-time hours (generally, Monday to Friday from 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 2023-2024 university scheduled breaks are as follows:

Internships Holidays

- September 2, 2024 - Labour Day
- September 30, 2024 – National Day for Truth & Reconciliation
- October 14, 2024 - Thanksgiving Day (university closed)
- October 14-18, 2024 inclusive - Fall break (no classes – URegina Students)
- November 11, 2024 - Remembrance Day
- November 11-15, 2024 inclusive - Fall break (no classes – USask Students)
- December 24-31, 2024 - Christmas/New Year's Break
- January 1, 2025 – New Year's Day
- February 17, 2025 - Family Day (university closed)
- February 17 to 21, 2025 - Mid-term break (no classes)
- April 18, 2025 (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. One personal day is earned for every month worked.

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 department's guideline for employee schedule for days off.

JSGS Interns taking Classes

Interns are permitted to take classes during their internship, but it is recommended that interns take only **one** course per semester in addition to JSGS 850 (Executive Internship course). If an intern chooses to take classes, we recommend getting permission from their mentor to ensure it does not interfere with the internship.

Click [HERE](#) for detailed information on the Johnson Shoyama Executive Internship Program

Questions?

Contact the Student Experience Officer
Johnson Shoyama Graduate School of Public Policy
Tel: (306) 585-5468
Email: js_internship@uregina.ca