

**INFORMATION PACKAGE
FOR AN
ENVIRONMENTAL & WILDLIFE MANAGEMENT
INTERNSHIP - EXTERNSHIP
WITH
VANIER COLLEGE**

Ver. 18/09/2018

PART 1:

**BACKGROUND, PURPOSE,
AND PROCEDURES**

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DEFINITIONS

College	Vanier College
Intern/Extern *	A Vanier College student in the final year of the Environmental & Wildlife Management (EWM) Program who has been authorized by the College to follow an internship.
Internship/ Externship *	A period of training during which an intern serves in a centre that provides him/her with a realistic view of the future working environment of an Environmental Technologist. This allows the student to perform activities related to his/her training.

* Note that U.S. Customs officials seem to prefer the term *extern[ship]* over *intern[ship]* for someone who is obtaining work experience in an *unpaid* capacity while *still* completing their academic studies. Therefore all documents to be presented when crossing the border should use this terminology so as to avoid delays.

Internship Centre	A place at which the activities of the internship are carried on and where the objectives of the internship can be met.
Supervisor	A teacher in the EWM program who visits or accompanies the intern in the course of the internship, when permitted by distance. The teacher has the responsibility of ensuring that the pedagogical goals are met during the learning process of the intern. Alternative liaison (e.g. by telephone, fax, e-mail.) will be arranged where distance makes personal visits impractical.
Tutor	A person who coaches the intern in the course of the internship. This person is a member of the staff of the internship centre and agrees to guide and evaluate the intern.
Resources	Equipment, building facilities, support staff and personnel in the internship centre, which are deemed suitable by the internship centre for the intern's training.

INTERNSHIP RATIONALE

The internship period is designed to be beneficial for the student, the internship centre, and the college. The college supervisor will define the main requirements of the internship course and will work in consultation with the tutor in the internship centre to provide a general overview of the tasks likely to be assigned to the student. By following the information and directions supplied in this package and input by the supervisor, the tutor will propose an internship description. The proposed internship description does not preclude the ultimate addition of new tasks or duties which the intern may have to assume; it is intended as background information for both the college supervisor and the student as to what will be

expected of an intern working at the internship centre (see Appendices 1 and 2 for further details).

OBJECTIVES OF THE INTERNSHIP

- (a) To familiarise the student with the internal organisation of, and the role of the technologist in, the workplace in the field of environmental technology and/or science.
- (b) To carry out practical applications of techniques learned at the college or to learn new techniques, equipment operations, skills and procedures which build upon the student's prior training.
- (c) To complete the professional training of the student and further develop the capability to work as part of a team and/or individually.
- (d) To place the student in a working environment that provides him/her with a transition period between the status of student and that of a working technologist.

GENERAL PROCEDURES AND POLICIES

- (a) The EWM supervisor is the only individual authorised by the college to co-ordinate internship duties, in consultation with the internship centre. Pertinent documents explaining the objectives of, and resources required by, the internship will be supplied by the college representative.
- (b) The supervisor and intern temporarily admitted to an internship centre must respectfully abide by the internal rules and policies in force on the premises. The intern acts as a member of the staff while on internship. Prior to confirmation of the internship, the tutor shall forward to the supervisor copies of all contracts, waivers, and policies that the intern would be expected to sign or abide by while on site.
- (c) If it occurs that the presence of an intern in an internship centre causes prejudice to the centre, e.g., prevents the function of normal activities or the pursuit of the objectives or goal of the centre, it is the college's responsibility to take the appropriate measures to correct the situation, after consultation with the authorities of the centre.
- (d) The supervisor and the intern agree not to reveal any information of a confidential nature that could be brought to their knowledge in the course of the internship.
- (e) The intern has the following insurance coverage:
 - workmen's compensation (C.S.S.T.) within Canada
 - comprehensive general liability insurance

- (f) In the course of the internship, the intern cannot demand any compensation for his/her services from the internship centre. If a salary is typically offered by the internship centre as part of internships that they offer, the supervisor must be apprised of this. If the intern is required to provide personal transportation to field sites, the intern must either (1) be recompensed (gas bills or mileage charges) as per the norms of the internship centre, or (2) the supervisor must be advised, in advance of the internship, that compensation cannot be provided. The student would then have to decide whether to accept the latter as a condition of the internship.
- (g) Expenses associated with the transportation to and from the internship centre as well as room and board of the intern are the intern's responsibility, unless the internship centre offers to provide a stipend or compensation for such expenses.
- (h) The internship centre agrees to designate a person (the tutor) who will be responsible for the planning, co-ordination, and on-site management of the internship program.
- (i) The college, through its representative(s), is responsible for the overall planning and organisation of the internship; aspects of the planning should be done jointly between the college and the internship centre. The planning of the internship includes recruiting candidate internship centres and the determination of:
 - the number of interns
 - the number of supervisors
 - the tutors
 - the internship schedule
 - the objectives of the internship and how they will be met
 - the length of the internships (typically six weeks)
 - the dates of the internship (early January - February)
- (j) The internship centre agrees to collaborate in the evaluation of the intern. A formal evaluation will include completion by the tutor, in consultation with the supervisor, of Part 2, Appendix 4, Section C. The supervisor will evaluate an essay prepared by the intern (Part 2, Appendix 3).
- (k) The internship centre will allow the intern to use its resources in as much as they relate to the training and learning process of the intern. Where field work is contemplated, the regulations of the EWM program relating to field safety must be adhered to for insurance purposes. For example, when operating over water or from a boat, the wearing of life jackets is mandatory. Similar conditions apply to laboratory work. If the internship centre is unable to provide the necessary safety equipment, the intern will be permitted to sign out college equipment for the duration of the internship.
- (l) If the internship centre, for a legitimate reason, cannot, after this agreement has

been signed, accept the intern in accordance with the predetermined schedule, the centre will notify the college as soon as possible of any changes.

- (m) If, for any reason, the intern must be absent from the internship centre during the scheduled period, the tutor and supervisor will be notified. If the period of absenteeism is lengthy, or its reason inadequate, the supervisor and tutor may elect to cancel the internship.
- (n) All correspondence pertaining to the internships should be mailed, faxed, or e-mailed (as indicated) to internship supervisors: Brian Scully or Chris Cloutier (see p.19).

INSURANCE COVERAGE FOR EWM STUDENTS

While on internship the students of the EWM program are covered by the following:
Workmen's Compensation Board (C.S.S.T.) - which offers financial support in cases of permanent or temporary disability and will also cover medical expenses following an injury or accident in the course of their duties for the institution where the internship is being conducted. This coverage applies only to internships within Canada. For internships outside of Canada, the student will be required to obtain Blue Cross or similar insurance for medical expenses. A copy of this insurance must be submitted to the program.

Comprehensive General Liability Insurance - carried by the college.

It is recommended to the students on internship that they acquire a personal life and accident insurance policy so that they are also insured while elsewhere than on the premises where the internship is being conducted.

ROLE OF COLLEGE SUPERVISOR FOR INTERNSHIPS

- (a) Acts as a liaison between Vanier and the internship centre.
- (b) Makes any arrangements with the college or internship centre required to initiate the internship for each student. This includes scheduling the internship for each student and advising them, in writing, of their placement by 30 November of the semester before internship begins; informing the internship centre, in writing, of the names of students and the college supervisors assigned to them.
- (c) Organises an orientation for students before probationary training begins.
- (d) Supervises and/or observes each student within the internship centre at least once during the internship, where appropriate. For remote internship locations, a series of regular communications via e-mail, fax, or telephone will be scheduled.
- (e) Reviews, with the intern, the requirements and format of the essay to be completed by the intern and evaluates it upon completion (Appendices 3 and 4, Section B).

- (f) After the internship, reviews the intern's completed copy of Appendix 4, Section A.
- (g) Consults with the tutor on his/her written evaluation of the intern (Appendix 4, Section C).
- (h) Maintains a file on each student which should include any evaluation reports from the tutor, college supervisor, and student (Appendix 4, Sections A-C) and any other written correspondence pertaining to that student.
- (i) Documents, in writing, non-professional behaviour on the part of the intern, one copy of which should be given to the EWM Coordinator, one to the student, and one to be kept in the student file (see "h" above).
- (j) Is available to the student for consultation during specified times.

ROLE OF THE TUTOR AT THE INTERNSHIP CENTRE

- (a) Designs and submits to the college an internship description (Part 2, Appendices 1 and 2) that delineates how the internship objectives will be satisfied during the course of the internship.
- (b) Indoctrinates the student into the organisation, insuring that he/she understands: his/her role while on site; the responsibilities that he/she may be assigned; and the rules, regulations or protocols that must be followed.
- (c) Supervises the student on a regular basis, insuring that the objectives of the internship are being fulfilled, both to the benefit of the student and to the internship centre.
- (d) Notifies the college supervisor should any unforeseen events arise, such as unavoidable inability of the internship centre to complete the internship. The tutor will also contact the supervisor if difficulties arise with respect to the professional conduct or abilities of the intern.
- (e) Evaluates the intern, in consultation with the college supervisor, on the basis of the evaluation forms supplied by the college (Appendix 4, Section C).

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PART 2:

**CONTRACT,
INTERNSHIP DESCRIPTION,
AND
EVALUATION FORMS
(APPENDICES)**

VANIER
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www.vaniercollege.qc.ca/ewm

CONTRACT BETWEEN VANIER COLLEGE, INTERNSHIP CENTRE, AND STUDENT

The parties have read the "General Procedures and Policies" of the "Information Package for an Environmental & Wildlife Management Internship with Vanier College" and agree to abide by them.

- College Copy -

SIGNATURES

For the College:

Supervisor _____ Date: _____

Intern _____ Date: _____

For the Internship Centre:

Tutor(s) _____ Date: _____

_____ Date: _____

CONTRACT BETWEEN VANIER COLLEGE, INTERNSHIP CENTRE, AND STUDENT

The parties have read the "General Procedures and Policies" of the "Information Package for an Environmental & Wildlife Management Internship with Vanier College" and agree to abide by them.

- Internship Centre Copy -

SIGNATURES

For the College:

Supervisor _____

Date: _____

Intern _____

Date: _____

For the Internship Centre:

Tutor(s) _____

Date: _____

Date: _____

CONTRACT BETWEEN VANIER COLLEGE, INTERNSHIP CENTRE, AND STUDENT

The parties have read the "General Procedures and Policies" of the "Information Package for an Environmental & Wildlife Management Internship with Vanier College" and agree to abide by them.

- Student Copy -

SIGNATURES

For the College:

Supervisor _____ Date: _____

Intern _____ Date: _____

For the Internship Centre:

Tutor(s) _____ Date: _____

_____ Date: _____

ENVIRONMENTAL & WILDLIFE MANAGEMENT PROGRAM

APPENDIX 1

GUIDE TO THE PREPARATION OF A PROPOSED INTERNSHIP DESCRIPTION BY THE INTERNSHIP CENTRE TUTOR

The purpose of the internship description is to demonstrate that the proposed internship will satisfy the **internship objectives (see below)** and supply the intern with an appropriate introduction to the professional workplace.

The **internship objectives** should supply the internship centre with the general direction for the creation of the **internship description**. The **internship description** will serve as an overview of the anticipated work that the intern will be performing. **N.B.** In doing so, the description will refer to the **objectives below by letter** (i.e., **a,b,c**, and **d**) and specify what elements of the internship will fulfil a given objective and how this will be achieved. An exhaustive and thoroughly detailed description is not required, as the description is meant to serve as a broad framework within which the work will take place. For example, it might be determined during the course of the internship that additional tasks or duties could be profitably added to the program or, perhaps, that some original tasks may have changed in the interim between proposal acceptance and the student's arrival at the centre.

The **internship description** can be written on a copy of page 11 (expand the available space or add additional page if necessary). Please then e-mail or fax this information to the supervisor with whom you are working (Brian Scully or Chris Cloutier, see p.20) as soon as possible. You will subsequently be contacted by the supervisor.

If the tutor or internship centre requires assistance or further information to complete this section, please feel free to contact the college supervisors.

OBJECTIVES OF THE INTERNSHIP (*same as presented on p.3*)

- (a)** To familiarise the student with the internal organisation of, and the functional role of the technologist in, the workplace in the field of environmental technology and/or science.
- (b)** To carry out practical applications of techniques learned at the college or to learn new techniques, equipment operations, skills and procedures which build upon the student's prior training.
- (c)** To complete the professional training of the student and further develop the capability to work as part of a team and/or individually.
- (d)** To place the student in a working environment that provides him/her with a transition period between the status of student and that of a working technologist.

APPENDIX 2

DESCRIPTION OF THE PROPOSED INTERNSHIP

INTERN: [*Name*](#)

**Internship Centre
and Address:**

**Tutors and
Contact Info:**

**Starting & Finishing
Dates:** January __ to February __, 2019

Days/Hours of Work:

Special requirements:

**Specialized personal
clothing or equipment:**

**Safety & Adequacy of
Working Conditions:**

**Contracts, waivers,
policies (*attach e-copies*):**

{Based on Objectives in Appendix 1 – Expand space as necessary}

Objective (a)

Objective (b)

Objective (c)

Objective (d)

APPENDIX 3

FORMAT FOR THE INTERNSHIP ESSAY

N.B. The submitted written account described below shall fall within the guidelines of the General Procedures and Policies which have been agreed upon by the college, the student, and the internship centre (see Part 1 of this package). In particular, the right of the internship centre to confidentiality of information shall be respected.

Essay Format and Criteria

The intern's essay shall be on a topic chosen by the intern in consultation with the internship tutor and the college supervisor. The essay shall be associated with the type of work being carried out by the intern (e.g. research, management, education, public relations, conservation), the methodologies being used during the internship, and the goals of the internship centre. The structure of the presentation will not be in the format of scientific writing (i.e. introduction, materials and methods, results, discussion, conclusions, and references), but rather, as stated above, that of an essay, and as per the following format:

- not more than 8 typed pages in length, not including cover page, references, figures and tables
- the cover page will include your name, date, title of the paper, name of course, the name of the teacher to whom the work is being submitted
- literature cited should be included at the end of the paper and should conform to the guidelines contained in *Practical Field Ecology* by Wheater et al. (you have this book)
- Arial, 11 point font, 1.5 line spacing
- margins will be 2.5 cm all the way around
- page numbers
- submit as a .docx file, to allow digital grading.

The essay is not to be a log of the intern's activities, though the tutor may require that the intern maintain a log, as a standard part of the normal activities in the particular internship location.

It is suggested that the student discuss the topic with the tutor and supervisor to obtain reference material at the beginning of the internship. The choice of topic must be finalised, and the supervisor informed, by the end of the second week of the internship. The computer-produced essay (preferred, but may be neatly hand-written if access to a computer is not possible), along with the student assessment of the internship (Appendix 4, Section A), will be e-mailed to the supervisor within 7 days of the final day of the internship (via postal or courier service is acceptable if computer/internet access is not available).

FORMAT FOR THE PHOTOS & TEXT DESCRIPTION OF INTERNSHIP PLACEMENT

Two or 3 digital photos will be submitted, accompanied by a short description of each photo.

- Both the photos and the text will be in a single WORD document (docx), 2 pages maximum. The inserted jpeg photos should be 640x480 pixels.

- Also include the photos as stand-alone files in larger resolution (1536 x 1024 pixels minimum).
- Each image must be identified clearly: **2019_familyname_Internship_photo#.jpg** and referred to by these names in the body of the text.
- The photos themselves should be clear and appropriate given the nature of the particular internship and at least 1 photo will show the intern at work.
- The document will also contain the name of the internship centre, its location, dates of internship, the intern's name, the main tasks undertaken during the internship, and any other pertinent information.

This above will be submitted at the same time as the Internship *Internship Essay* (described above) and the *Student Assessment of the Internship* (Appendix 4, Section A, below).

APPENDIX 4

INTERNSHIP EVALUATION FORM
COURSE 145-631

Supervisor (College): _____

Tutor (Internship Centre): _____

Student: _____

Location of internship: _____

Section A. Student Assessment of the Internship (to be completed by the **student** for the college supervisor)

1. What were the duties/tasks performed by the student?

2. Types of plants and animals involved in the internship, if applicable.

3. At what time was the student expected to start _____ and to end duties _____ each day?

4. Briefly list the new techniques seen, performed or explained to the student in the course of the internship.

5. What techniques previously learned at Vanier were practised, or seen?

6. What, in the student's opinion, was the learning context like? Did the student have good communication with the staff/tutors of the internship centre?
7. If you could make suggestions to improve or modify this particular internship for future interns, what would they be?

Signatures: College Supervisor: _____

Student: _____

Date: _____

Section B. Evaluation of the Internship Essay (to be completed by the **college supervisor**)

Title of Essay: _____

Grade: /20

Section C. Student Evaluation (to be completed by the **tutor**, in consultation with the supervisor)

Location of Internship: _____

Dates: _____ Intern's Name: _____

This section is in two parts: an overall assessment of the student's qualities and abilities, and a more detailed evaluation as they relate to specific tasks defined by the internship.

Overall Assessment - Directions for use:

Rate each of the following qualities relative to the performance categories 1 to 5 below and place a check (✓) under the appropriate number:

<u>1</u>	not applicable	<u>4</u>	exceeds acceptable
<u>2</u>	unacceptable	<u>5</u>	outstanding
<u>3</u>	acceptable		

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
a) Enthusiasm	_____	_____	_____	_____	_____
b) Flexibility	_____	_____	_____	_____	_____
c) Initiative	_____	_____	_____	_____	_____
d) Ability to follow instructions	_____	_____	_____	_____	_____
e) Ability to anticipate	_____	_____	_____	_____	_____
f) Sound Judgement	_____	_____	_____	_____	_____
g) Profits from constructive criticism	_____	_____	_____	_____	_____
h) Co-operates with fellow-workers	_____	_____	_____	_____	_____
i) Communication	_____	_____	_____	_____	_____
j) Organisation	_____	_____	_____	_____	_____
k) Attention to details	_____	_____	_____	_____	_____
l) Responsibility	_____	_____	_____	_____	_____
m) Punctuality	_____	_____	_____	_____	_____
n) Absenteeism	_____	_____	_____	_____	_____

Specific comments/elaborations of the above (indicate by letter):

BRIEF DESCRIPTION OF THE WORK DONE DURING INTERNSHIP

The student will be specifically evaluated as to the individual tasks or duties that he/she was engaged in. Please use the space below to outline the most important duties or areas of responsibility, to a maximum of six (labelled A to F), as a reference for more detailed evaluation, as per p.18.

A)

B)

C)

D)

E)

F)

Detailed Evaluation - Directions for use:

Rate each of the tasks designated by a letter in the previous internship description (see p.16) according to performance categories 1 to 5 (below), by placing a number in the appropriate space.

- 1 not applicable
- 2 unacceptable
- 3 acceptable

- 4 exceeds acceptable
- 5 outstanding

TASKS	PERFORMANCE CATEGORIES							
	Cooperation in working environment	Sample collecting/ processing/ compilation	Communica- tion Skills (oral and w ritten)	Know ledge- ability	Learning ability	Attitude	Initiative	Organisation
A	_____	_____	_____	_____	_____	_____	_____	_____
B	_____	_____	_____	_____	_____	_____	_____	_____
C	_____	_____	_____	_____	_____	_____	_____	_____
D	_____	_____	_____	_____	_____	_____	_____	_____
E	_____	_____	_____	_____	_____	_____	_____	_____
F	_____	_____	_____	_____	_____	_____	_____	_____

Potential areas of improvement:

OTHER COMMENTS BY TUTOR

(For example, please feel free to comment upon such items as topics that you think could receive increased emphasis during the student's course work at the college) :

GRADING SCHEME FOR EVALUATION

Based on on-site internship performance, the *college supervisor* will assign a grade based on the following:

unacceptable	< 60%
barely acceptable	60 - 65%
acceptable	66 - 75%
exceeds acceptable	76 - 90%
outstanding	91 - 100%

The above grade will then be transformed to a grade out of 65 and entered on the line below, to be factored in with the other evaluated elements of the Internship Course, thereby arriving at a Final Grade.

Internship Performance:	<u> /65 </u>
Essay:	<u> /20 </u>
Photos & Text Description of Internship Placement:	<u> /5 </u>
Open House/ESP Presentation:	<u> /10 </u>
Final Grade:	<u> /100 </u>

College supervisor of the internship: _____

Tutor(s) of the internship: _____

TUTOR: Please **e-mail** the Evaluation Forms and your Comments **not later than 1 week following the end of the internship**, to the supervisor with whom you worked (in any given year other college supervisors may also be included) :

Brian Scully 265 Tessier Blvd Lachute, QC, J8H 4B8 Canada	Tel: 450 562-6074 (H) Tel/Fax*: 450 562-5651 (B) E-mail: scullyb@vanier.college
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* Students – if you must fax, print and keep proof of sending.