

DEPARTMENT OF  
GEOGRAPHY, PLANNING AND ENVIRONMENT  
CONCORDIA UNIVERSITY

*Version September 2018*



Master of Environment in Environmental Assessment

**MEnv**

Guidelines for Internship Requirements

ENVS 608 Getting Ready for the EA Internship (3 credits)

ENVS 696 Internship and Report in EA (18 credits)

## Consultation

**Graduate Program Director:** Dr. Sebastien Caquard 848-2424 ext 2052  
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The Graduate Program Director (GPD) is responsible and makes decisions for all academic and administrative matters affecting graduate students. The GPD mentors and assists students who require academic advice. Students may meet with the Graduate Program Director to discuss any matter relating to the MEnv program and their academic progress. The GPD offers guidance to the student in articulating the internship report proposal objectives and provides suggestions and comments, as well as assessment of their final report and oral presentation. Appointments can be made through the Graduate Program Assistant.

**Graduate Program Assistant:** Jennifer Srey 848-2424 ext 2051  
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The Graduate Program Assistant (GPA) performs all administrative and admission duties for the department's graduate students. The GPA follows the student's progress throughout their residency, maintains and updates all graduate student files, and notifies the GPD of any potential problems. The GPA advises students regarding academic deadlines and procedures, awards, as well as prepares student requests on behalf of graduate students. The GPA answers general questions students might have about the programs and books the appointments for the Graduate Program Director.

**Internship Coordinator:** Maude Lecourt 848-2424 ext 2048  
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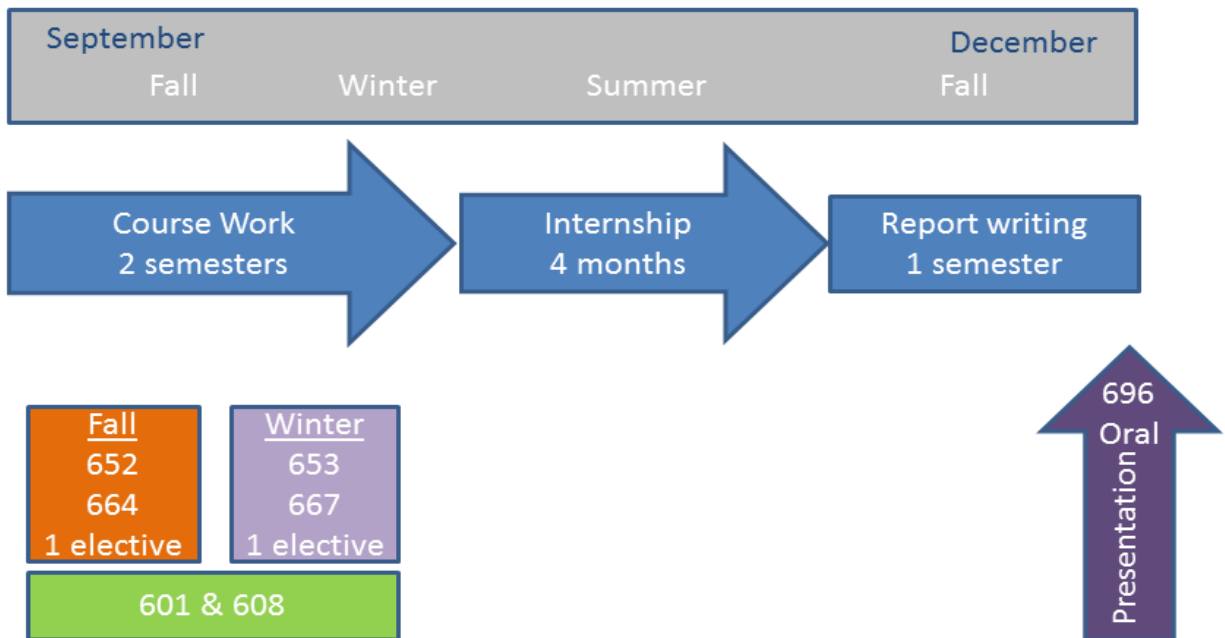
The Internship Coordinator (IC) assists students with all requirements related to their internship and ensure effective liaison with employers, students and faculty. The IC designs and delivers a professional development seminar (ENVS 608) on resume writing, cover letters, interview techniques, project management and job market sectors. The IC facilitates the student's internship placement, develops networking opportunity and promotes the program. The IC assists the intern in articulating the internship proposal objectives and provides guidance, suggestions and comments, as well as assessment of their final report and oral presentation.

## ENVS 608 Getting Ready for the EA Internship (3 credits)

The EA Internship preparation seminar will offer a broad overview of the internship process and give all the information necessary to prepare for the work involved in securing an internship. Workshops on professional development will help student to be ready for their internship search, but will also cover the requirements of report writing and oral presentation. The course comprises workshops: 1) internship requirement and timeline, 2) technical writing of final report and preparation for oral presentation, 3) resume writing and interview techniques, and 4) basic concepts of project management.

"Getting Ready for the EA Internship" will require students to evaluate the written and oral components of 3 internship reports from student in the completion phase of their degree. This will not only be an excellent way for students to get familiar with hands-on EA cases, but will also develop their ability to review reports and help them better understand what is expected from their own internship report which they will write and present orally after they complete their courses and internship experience. The graduate activity will be coordinated by the Internship Coordinator who will be responsible for compiling assessments for each final report and oral presentation (including assessment of the GPD and students) and providing a synthesis of feedback to the student presenting. The 3-credit graduate activity is graded on a Pass/Fail.

### Normal sequencing of the 4 semester program for a MEnv full-time student



## ENVS 696 Internship and Report in EA (18 credits)

To receive credit for ENVS 696, students are required to complete a 4-month job-placement (internship) in industry, government, and non-government where EA work is being undertaken. It is intended to maximize the educational experience and bridge the gap between what employers consider necessary job skills and what the university considers essential knowledge. Students prepare an internship report and present it orally. The course is graded on a Pass/Fail basis.

**Prerequisite:** Completion of all course work (27 credits), a minimum GPA of 3.30 and permission of the IC and MEnv Graduate Program Director.

### *Internship placements*

*An internship must be a 4-month full-time, relevant, supervised work placement (normally paid) or the equivalent (600 hours) in part-time work. The University accepts requests for renewals **from the same employer**, as our program requires one internship, but facilitates **up to two**, should the employer wish to keep the student on staff.*

Students are assisted in their efforts to obtain a relevant placement by the Internship Coordinator. They can either participate in paid job competitions provided by the program's Internship Coordinator or find a relevant internship on their own. Internships with the Canadian Federal are attained by the Internship Coordinator. Most internships take place in Canada (about a third in Ottawa) but students can also intern in a relevant organization outside of Canada.

Students should begin preparations for their internship in the term preceding the intended commencement of their internship. In all cases this will involve registering with the Internship Coordinator at the beginning of the term (January for internships commencing in the summer, May for internships commencing in the fall and September for internships commencing in the winter).

The Graduate Program Director (GPD) and the Internship Coordinator (IC) must approve the relevancy of any internship identified and/or attained by a student. All interns should be working on a specific project (or projects) involving environmental assessment and/or broader environmental topics.

On finding an internship all students must submit to the IC a detailed job description or a proposed Placement Outline. This should include:

- the name and objectives of the organization
- a description of the project(s) the intern will be working on
- a detailed list of the specific activities involved and the expected end result
- an explanation of how the "job" will relate to the EA process
- the name, contact information (including email) and position of the proposed on-site supervisor
- the duration (beginning and end date, estimated total number of hours, whether full or part-time, paid or unpaid) of the internship.

Once the IC receives the internship Placement Outline an agreement between the organization, the student and the Geography, Planning & Environment department, must be signed.

## ***Internship Supervision***

During the internship, the student is subject to the guidance of the employer's designated work place supervisor, referred as Work Supervisor.

The Internship Coordinator will visit the student on site wherever it is feasible (or contact by phone or email) during the work term, to discuss the work assignment, to evaluate the placement with the intern and the employer, and to resolve any problems that may exist. At the end of the internship the work place supervisor will submit a signed copy of the performance evaluation of student intern.

## ***Completion of ENVS 696***

Once the 4 month placement is completed students must write and present orally the final internship report before the examination committee within 4 months. In cases of an internship extension, the timeline can be extended to the end of the second 4 months internship.

ENVS 696 is evaluated on a **Pass/Fail** basis and requires the successful completion of all four components:

1. 4-month (or equivalents part-time) internship placement
2. Internship report (written)
3. Internship report presentation (oral)
4. Final submission of internship report (after revisions were made and approved).

In order to meet the yearly graduation convocation deadline, all 4 components should be successfully completed before **30 of April for Spring Graduation** and before **15 of September for Fall Graduation**.

Example of sequencing from internship search to submission of final report and oral presentation:

<b><i>Preparation</i></b>	<b><i>Internship</i></b>	<b><i>Completion of ENVS 696</i></b>
September	January to April	August
January	May to August	December
May	September to December	April

ENVS 696 is the course number given to the 18 credit Internship/Report/Oral presentation component of the Master in Environmental Assessment. The grade for ENVS 696 is entered onto the student's transcript by the Office of the Registrar. **The Department does not register the student for ENVS 696.** The student will only see ENVS 696 appear on their transcript in two instances:

- 1) If a student applies to graduate for either spring or fall convocation, ENVS 696 will appear as ENVS 696 - CONT. This will remain on the student record until the Department submits the final grade.
- 2) If a student completes all the requirements, including completing the internship, writing the report and presentation, the Department will submit the grade to be recorded on the student's record.

## ***Purpose and deadlines***

The report is intended to document and reflect upon the internship experience and to demonstrate the student's ability to analyze and/or critically reflect on an aspect or several aspects of the practical internship experience in light of concepts and theories acquired in their Master in Environmental Assessment program courses. It is not merely a simple description of internship activities, nor is it intended for governmental or industry purposes. The internship report is the equivalent of a graduate seminar paper. It is theoretically grounded and includes a critical analysis or reflection of some aspect or case derived from the internship activities.

The purpose of the internship report and oral presentation is for students to demonstrate that they:

- know how to write well (expression, structure and organisation, logical flow/story line, etc.);
- correctly apply concepts related to EA to a particular case or to their general internship experience;
- present knowledge from the literature well and explain the relationship with their internship;
- analyse and/or critically reflect their internship experience, for example the identification of strengths and weaknesses of work processes or different policies or regulations, and identify room for improvement;
- present their work well orally.

The report should not just summarize the literature and describe their internship, but should organize concepts and arguments from the literature and link them to their internship experience.

The Internship Report submission involves 4 stages:

<b><i>Stage</i></b>	<b><i>Deadlines</i></b>	<b><i>To be submitted to:</i></b>
Internship Report Proposal	Within 2 months of the start of the internship	IC & GPD (electronic format)
Submit Internship Final Report	Within 2 months of the end of the internship at least 6 weeks prior to the desired date of graduation*	IC & GPD (electronic format)
Oral Presentation	Within 3-4 months after the end of the internship	Attendance: GPD, IC and MEnv students (from ENVS 608)
Completed Internship Report requirements	Maximum within 4 months of the end of the internship	IC (PDF + 1 bound copy) including revision from compiled feedback

**\*Oral presentation** sessions can be held every Thursday or Friday, except for the month of June to August, in which there is no presentation under normal circumstances. Maximum of 6 student presentations per month.

## ***Internship Report Proposal***

**Within two months** of the start of the 4-month internship, you must submit a 1200 to 1500 words report proposal outlining in detail:

- Working (draft) title
- Short paragraph on internship context (job title, when, where and focus of work);
- Theoretical framework and brief literature review (normally emanating from ENV5 601 and other MEnv program courses, as well as from an overview of the current literature) explaining why your project might be relevant within the existing body of knowledge;
- Research question(s) or study objective(s) or hypothesis/-es that you are planning to address (how does it relate to the theoretical framework chosen? what is the time frame of the study? what qualifies as empirical evidence? how is empirical evidence observed/collected?; how will the data be analyzed? or in what way(s) will these observations be reflected?);
- Presentation of the case study you propose to address. This case study could be directly related to your internship experience or could have been inspired during this experience. This case study can take different forms such as an in-depth analysis of data collected (e.g. questionnaire survey, interviews, or measurement of some pollutant); a critical reflection on a specific policy; a comparative analysis of different topics, different contexts, or differences between case studies (e.g., their strengths and weaknesses);
- List of keywords and databases used to search or identify the relevant literature;
- Draft bibliography (note that the proposal text must be referenced like a term paper).

### **Proposed Template:**

- Title page
- Internship context
- Theoretical framework and literature review
- Study objectives/ research questions
- Case study
- List of keywords and databases
- Bibliography

Appendix – Draft Outline

### **Approval process:**

The student should email their proposal to the GPD and IC. The reception of the proposal will be acknowledged, and the student will receive comments/guidance within about 2 weeks in order to start the drafting of their internship final report. In case of many comments or if need be the GPD will set an appointment (skype or face to face) and the student will then submit a revised proposal.

## **Structure of the Internship Report**

The report should be between 10,000 and 12,000 words (MAXIMUM) from cover page to the end of the bibliography (not including appendices), double-spaced, typed and appropriately referenced.

The Report should contain the following:

(1) *Title page* – Title of your report, your name, the date, the organization you worked for, the period of the internship, your Work Supervisor's name and the word count.

(2) *Abstract* – This short abstract (max. 250 words) should clearly present the issue addressed in the report, the research question, the way it has been addressed (i.e. case study and methodology) and the main conclusion(s) of the study.

(3) *Description of the Internship* – This **relatively brief** section (Max. 500 words) should include some background to the organization, the department and the projects on which you worked. For example: What type of organization is it? What is the purpose or mission of the organization and/or department? What are its major activities? What were your tasks? Describe the project(s) you worked on and situate them within the larger organizational structure. Describe the work environment. How many people are in the office/department? What is the background of the people you worked with? Are there any others with a similar background to you? Who did you interact with besides your supervisor?

(4) *Body of the Report* – This must represent the **substantive** part of the report (at least 8,000 words) and should link some aspect (or several aspects) of a project on which you worked with some aspect (or several aspects) of what you learned in courses of your Master. This should be composed of:

- *Introduction* **What** precisely is the purpose of the internship report (objectives / research questions); **why** is the topic relevant (e.g. controversy in the academic literature, new government policy, and relations to Canadian or other state's Environmental Assessment Act); **how** is the analysis or critical reflection organized (i.e. the roadmap – section 1, section 2, etc...)?
- 
- *Theory* A **comprehensive review** of the relevant theoretical literature (normally emanating from ENV5 601 or some other EA program course, and then broadened substantially by your own literature search in scientific journals and scientific government reports). You should clearly identify how you searched or identified the relevant literature (e.g., keywords used and databases searched), and why you chose this set of literature in relation to your topic. This should be a comprehensive review of the relevant literature.
- 
- *Case Study / Analysis* The case study/-ies could be directly related to your internship experience or could have been inspired during this experience, examples:
  - **Case** - Typically, the internship provides the student with a particular case, or several cases, i.e., the internship is the case to be studied. The student provides an examination/analysis of the case, or a comparison of several cases (e.g., assessment of their strengths and weaknesses using a list of assessment criteria), in light of the theories drawn from the literature.



- **Policy issue** - A critical perspective/reflection of a policy issue: The students critically discuss their internship experience based on the literature and knowledge from other provinces or other countries (identification of strengths and weaknesses; suggestions for improvement; how the studied policy could be improved by learning from other provinces or countries or other cases or from the literature?).
- **Investigation** - A detailed description and analysis of an investigation conducted by the student as part of their internship: Sometimes, students apply some methods in their internship (e.g., they conduct a questionnaire survey, or interviews, or measure the level of some pollutants) and the analysis of the responses or measurements then constitutes their analysis.
- **Conclusion** Brief review of the report's argument(s) and findings, and presentation of the theoretical, practical and/or political implications of the **report's findings** (i.e. so what?)

(5) *Full Bibliography* – In alphabetical order of the author's last name. Follow MLA, Chicago, Turabian, or some other standard style manual. All entries must have been referenced in the paper. The usual range is between 20 and 50 sources (other than websites). Websites need to be cited appropriately as well (author, title, access date, etc.).

*Other types of situations may be conceivable<sup>1</sup>, topic should be discussed and approved by the GPD*

<sup>1</sup> Examples: Gathering the most recent scientific literature for major annual review (e.g. research new technologies and methods on renewable energy); updates on countries' biodiversity profiles (e.g. strategies to conserve and enhance biodiversity in Green Infrastructure); development of an app for collecting aboriginal traditional knowledge, etc.

### **Evaluation criteria**

The report should be well written (e.g., clarity), well thought through and well argued (e.g., is there a logical flow/structure?), present knowledge from the literature clearly and relate it to their internship, correctly apply concepts related to EA to a particular case or to their general internship experience, analyse and/or critically reflect on the internship experience (e.g., resulting in the identification of strengths and weaknesses and room for improvement). The Examiner's Evaluation form includes the following criteria:

- Understanding of the subject (theoretical background, relation to EIA, depth, clarity, logical structure),
- Thoroughness of the analysis (relevancy of the topic, methods, logical flow, arguments, clarity),
- Literature review (review of previous work, relevancy, quantity),
- Presentation (organization, tables, figures, style).

**N.B.:** It is the task of the student to revise their report and bring it to a level that is satisfactory. When the report is badly written, it is *not* the responsibility of the IC or the GPD to bring the report to a satisfactory level (the student would rather be referred to the English Writing Workshop Program by the Centre for Continuing Education or the Strategies for Academic Writing offer by Counselling & Development).

## **Format of the Internship Report**

Your report should be of a professional style and should include: a table of contents; headings and/or a numerical hierarchy to organize your report; references; figures and tables (properly labeled and cited) where appropriate.

1. An internship report completed in improper format will not be accepted and necessary corrections may delay the awarding of a grade or degree. Any one of the following manuals may be used in the preparation of the paper. Information on these can be found on the library webpage <http://library.concordia.ca/help/howto/citations.html>
  - K.L. Turabian. *A Manual for Writers of Term Papers, Theses, and Dissertations*. (Chicago: University of Chicago Press, 2007).
  - *MLA Handbook for Writers of Research Papers* (New York: Modern Language Association 7<sup>th</sup> edition, 2009)
  - *The Chicago Manual of Style* (Chicago: Chicago University Press, 2010) Online version available online: <http://0-www.chicagomanualofstyle.org.mercury.concordia.ca/book/ed17/frontmatter/toc.html>
  - *American Psychological Association (APA) Style Guide*, 6th edition, 2010 (2009). <http://library.concordia.ca/help/howto/apa.php>
2. The report must be type written on only one side of letter-size paper. It must be double-spaced in standard typeface (Times New Roman 12 or Arial 11) and text should be aligned to both the left and the right margins.
3. The report must be free from typographical errors. All copies must be clear and dark, of good quality and maintain straight margins (normal 2.54 cm).
4. Pages must be numbered consecutively and consistently throughout the report, including appendices, in accordance with above-mentioned manuals. Page numbering should begin with the first page of the text of the paper. Pages before this section may be shown in small Roman numerals. The title page must never be numbered.
5. All charts, tables, figures, appendices, references must conform to the above specifications.
6. **Title page:** A standard title page is required (see above). Include the total word count here (from cover page to the end of the bibliography)
7. **Abstract:** The report must contain an abstract typed on a separate single sheet headed not exceeding 250 words.
8. **Sequence of contents:**
  - Title page
  - Abstract
  - Acknowledgments or dedication (if desired)
  - Table of contents
  - List of Figures, Tables, Illustrations, Appendices, Symbols or Abbreviations (where applicable)
  - Text of Report (including brief Internship Description)
  - Bibliography or References
  - Appendices (where applicable)
9. **Length** – The report should be between 10,000 and 12,000 words (MAXIMUM) from cover page to the end of the bibliography (not including appendices), double-spaced, typed and appropriately referenced. Compute the total word count on the title page.

## ***Evaluation Procedure of ENVS 696***

1. The student must submit **within 4 months** of the end of the internship, electronic versions to the GPD and the IC. **Failure to submit the report on time might result in a Fail.**
2. The student must submit the final draft of the internship report a minimum of **6 weeks** before the targeted date of graduation (full completion). Presentation day may occur on Thursday or Friday of each week of the month, exception in June to August when there are no presentations. Maximum of 6 student's oral presentation per month booked on a first come first serve basis.
3. The IC will schedule an oral presentation within **4 weeks** of receiving the final draft. (If this is over the summer, the normal 6 weeks submission timeline may be longer).
4. The IC will send an invite to students of ENVS 608 and will forward the internship report to those which indicated their attendance to the oral presentation.
5. The student will be asked to prepare a 20 minute oral presentation. In addition to a brief summary of the internship experience, the presentation should address:
  - a) The internship context in which the report topic arose;
  - b) Whether the findings were in any way surprising or confirmed what was to be expected;
  - c) The theoretical and/or practical implications and recommendations that follow from the report.

**Presentation slides** should be email to the IC on the day of the oral presentation.
6. The Examination Committee, will normally consist of two people:
  - The Graduate Program Director
  - Internship Coordinator

If a third reader is required that reader will also be on the committee, and the GPD will only cast a vote in the event of a disagreement.

After the oral presentation, the Examination Committee will deliberate in private.

ENVS 608 students will be asked to complete Evaluation forms for the written final report and the oral presentation. Comments will be compiled by IC and share with defending candidate.

<b>Final Report submission + Oral Presentation steps</b>	
<b>(6 week minimum)</b>	
1- Submit final report draft to IC and GPD	2 weeks
2- GPD confirm acceptability of report *	
3- Comments from GPD and IC	
4- Book date and room for the oral presentation	2 weeks
5- Send invite to ENVS 608 students	
6- Booking mandatory attendance for ENVS 608 (4-5 spots first come first serve)	
7- Email report + assessment forms to attending students	
8- Returned filled out report evaluation form	2 weeks
9- Attend oral presentation- Submit presentation evaluation form	
10- IC compile comments of 2 forms	
11- MEnv candidate revised final report	
12- Final submission: 1 bound copy + PDF + Presentation slides	

\*In the case a final report submission being rejected, the MEnv candidate will receive comments and meet with the GPD for an in-depth review of their report.

7. A decision to **Fail** the student on the written internship report or the oral presentation requires the two examiners to agree. If the Examination Committee rejects the report the student can revise and resubmit the internship report once after an interval of at least two months, but not more than 3 months after the original oral presentation. Formal resubmission follows the same procedure as an initial submission. A second failure will mean that the student will not graduate with a Master degree.
8. If the Committee **passes** the report they can nevertheless require the student to revise the report
9. before a Pass grade is submitted. Revisions may be subject to the approval of the IC alone or both the GPD and the IC. The student will be informed of the decision immediately after the deliberations following the oral presentation. It is the responsibility of the GPD to see that a Graduate Activity Grade report is prepared before the Committee adjourns and is forwarded to the Office of Registrar by the IC for completion of the activity related to ENVS 696.
10. **After the last revisions were made and approved, the student must submit 1 bound copy (Printed one side, spiral spine, transparency on top cover and black back cover), to be placed in the EA library for other MEnv students to read, and 1 electronic PDF version of the final report to the IC.**

**APPENDICES****Examiner's Evaluation of an Internship Final Report**

Name of student: \_\_\_\_\_

 Internship  
 Report Title: \_\_\_\_\_  
 \_\_\_\_\_

Category	Rating*					Comment
	E	VG	G	S	U	
Understanding of the subject (theoretical background, relation to EIA, depth, clarity, logical structure)						
Research and analysis (relevancy of case study, methods, logical flow, arguments, clarity)						
Literature review (review of previous work, relevancy, quantity)						
Presentation (organization, tables, figures, style)						

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Rating : E=Excellent VG=Very good G=Good S=Satisfactory U=Unsatisfactory

## **Criteria for evaluating Internship Final Report in the course ENVS 608** (additional information)

The questions listed below are not exhaustive, and their weights can differ depending on the type of case study (e.g., some may not be applicable to certain types of report).

### **CONTENT:**

- Is the problem addressed by the report clearly laid out at the beginning, and are the objectives of the study logically connected to it?
- Are there precisely formulated research questions or hypotheses that the report aims to address?
- Is the existing knowledge (literature, experience) included and adequately presented?
- Are knowledge gaps pointed out, based on the literature review?
- Have ideas been included that are specifically related to EIA?
- How relevant are the methods used to address the issue under study?
- Were the possibilities and limitations of the applied methods recognized?
- Are facts distinguished clearly (by the language used) from hypotheses and speculations?
- Are the theory and critical analysis presented in a clear and logical sequence?
- Are open, un-addressed questions mentioned?
- Are suggestions given for potential future work that would lead further?

### **FORMAT:**

- Are the formal requirements regarding citation of literature met?
- Are data always presented with their units (also in tables and diagrams)?
- Is there a complete and informative abstract?
- Is the text scientifically flawless, comprehensible, and correct in language (grammar and spelling)?
- Is the layout reader-friendly?

## Examiner's Evaluation of an Internship Oral Presentation

Name of student: \_\_\_\_\_

Category		Rating*					Comment
		E	VG	G	S	U	
Presentation	Effective use of allotted time or space						
	Visual aids						
	Diction (enunciation, volume, clarity)						
	General style, liveliness, and stage presence						
Content	Were the arguments and the logic of the presentation clear?						
	Was the structure of the presentation well balanced?						
	Did the presenter(s) clearly state the objectives and questions that their study is supposed to address?						
	Satisfaction with the answers given to the questions from the audience?						

Other comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Rating : E=Excellent VG=Very good G=Good S=Satisfactory U=Unsatisfactory

## Master of Environment – Internship Program Timeline

Timeline	Step/Activity	Requirement/Paperwork	Who's responsible
4 months before internship	Getting to know you	Email /questionnaire	Internship Coordinator (IC) & students
	Open Internship file	All course work completed <b>GPA 3.3</b> No "F", maximum one "C"	IC
2-3 months before	Toolkit	resume, cover letter, writing sample, mock interview, CAPS services, coop form, websites, paperwork	IC & students
	Internship searching	Review Postings/Applications/Interviews	Students-supported by IC
1-2 months before	Student-Employer match	Good standing letter Letter/Email of offer	IC Employer Student
	Proposed Placement outline	If no proper and detailed job description, student should filled out template	Discussed with GPD Approved by IC
1 month before	Agreement	Contract between Employer and Department	Prepared by IC signed by employer, student, GPD and IC

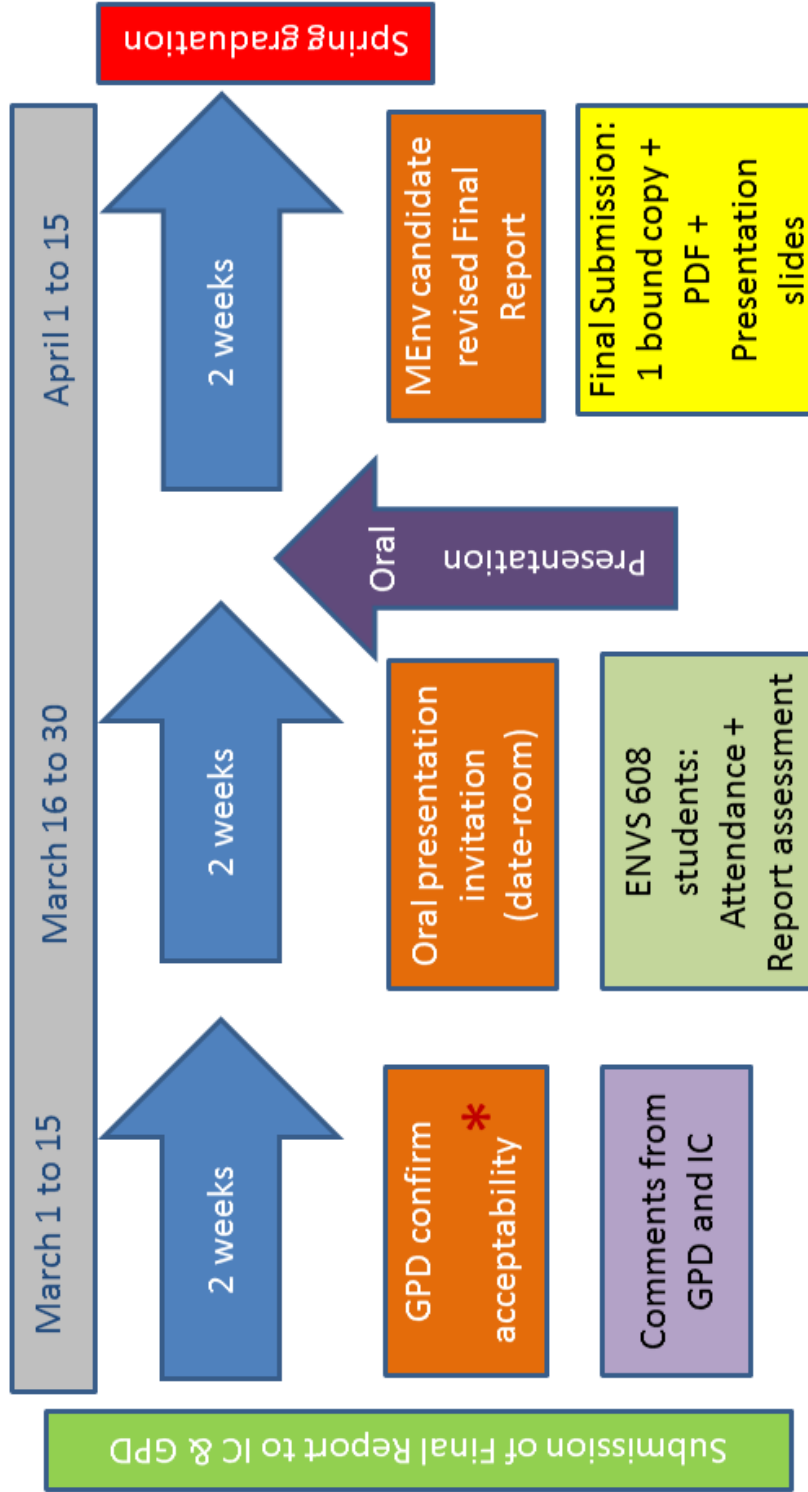


## Internship-ENVS 696

Timeline	Step/Activity	Requirement/Paperwork	Who's responsible
<b>Start of Internship</b>			
2 months into internship	Site visit/phone interview	Questionnaire conducted by IC with employer and student	IC
	Internship Report proposal	1200 to 1500 words proposal written by student (electronic copy)	<ul style="list-style-type: none"> <li>Submitted to and reviewed by IC to establish that requirements are met</li> <li>Approved by GPD</li> </ul>
4 <sup>th</sup> month	End of internship	Performance evaluation of student	Employer & IC
	Internship Extension*	Letter to employer	IC
Within 2 months of the end of the internship (5-6 <sup>th</sup> month)	Final draft of Internship Report	12,000 to 13,000 words Report written by student (electronic copy) <i>Minimum 6 weeks prior to the desired date of graduation (full completion)</i>	<ul style="list-style-type: none"> <li>Submitted to and reviewed by IC to establish that requirements are met</li> <li>Review by GPD and MEnv students (Assessment form)</li> </ul>
Within 3-4 months after the end of the internship (7 <sup>th</sup> month)	Oral Presentation	20 minute presentation and brief summary, question period Examiner's evaluation form	<ul style="list-style-type: none"> <li>Scheduled and invites sent by IC (4 weeks)</li> <li>Attendance: GPD, IC and MEnv students (from ENVS 608)</li> <li>Submit evaluation forms to IC</li> </ul>
within 4 months of the end of the internship (8 <sup>th</sup> month)	Completion of 18 credits Internship requirements	ENVS 696 is evaluated on a Pass/Fail basis IC (Presentation + PDF + 1 bound copy) including revision from compiled feedback	<ul style="list-style-type: none"> <li>IC processes grade</li> <li>Report available in reading room</li> </ul>

\* In cases of an Internship extension is offered and accepted, the Internship Report timeline can be extended to the end of the second internship. Students have to be aware that for bridging into a Federal government job they need to have completed all the Master program requirements before being offered a permanent position.

## Final Report submission + Oral Presentation steps (6 week minimum timeline)



\* In the case of a Final report submission being rejected; the MEnv candidate will receive comments and meet with the GPD for an in-depth review of their Report