

# 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
1 month before	Proposed Placement outline	If no proper and detailed job description, student should filled out template	Discussed with GPD Approved by IC
	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.