**May 2022 version**

**Title of report**

Student first and last name

Company name of internship: Name of place of internship

Internship start/end dates: Period of internship

Supervisor name: Full name of work supervisor(s)

Word Count (from title page to end of bibliography)

Date of submission

ENVS 698: Internship Proposal and Final Report in EA

Master of Environment in Environmental Assessment (MEnv)

 Concordia University

# 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.

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# INTERNSHIP DESCRIPTION

This relatively brief section (Max. 500 words) should include some background to the organization, the department and the projects on which you worked on. 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? Also, describe the project(s) you worked on and situate them within the larger organizational structure. What were your tasks? What was the main goal of your project? What groups and organizations did you interact with during your internship?

# ACKNOWLEDGEMENT (OPTIONAL)

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# LIST OF ABBREVIATIONS

List in alphabetical order, example below.

|  |  |
| --- | --- |
| **IA** | Impact Assessment  |
| **IAA** | Impact Assessment Act |
| **the Minister** | The Minister of Environment and Climate Change |

Body of the Report–This section must represent the substantive part of the report (at least 8,000 words) and should link some aspect (or several aspects) of a project you worked on with some element (or several elements) of what you learned in the Master’s courses in terms of EA or environment issues at large. Although the structure could be flexible, this usually comprises of Introduction; Research context/Literature Review; Case Study/Analysis; Conclusion; References/Bibliography; Appendix (if appropriate).

# INTRODUCTION

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...)?

## (if applicable) Sub-heading title

### (if applicable) Sub-sub-heading title

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### (if applicable) Sub—sub-heading title

# LITERATURE REVIEW

A comprehensive review of the relevant literature emanating from different reliable sources such as academic journals and government reports. This section should provide a comprehensive review of the relevant literature.

## (if applicable) Sub-heading title

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# CASE STUDY/ANALYSIS

Case Study / Analysis - The case study(ies)could be directly related to your internship experience or could have been inspired by this experience. Examples include:

* 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. For example, the student critically discusses their internship experience based on the literature and knowledge from other provinces or other countries (identification of strengths and weaknesses; 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 methods in their internship (e.g., they conduct a questionnaire survey, or interviews, or measure).

## (if applicable) Sub-heading title

### (if applicable) Sub-sub-heading title

## (if applicable) Sub-heading title

### (if applicable) Sub-sub-heading title

# 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?).

## (if applicable) Sub-heading title

### (if applicable) Sub-sub-heading title

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# REFERENCES

In alphabetical order of the author’s last name. Follow MLA, Chicago, Turabian, or some other standard style manual. All entries must have been cited in the paper. The usual range is between 20 and 50 sources (other than websites). Websites need to be referenced appropriately as well (author, title, access date, etc.). See the library resource for examples of how to format the reference styles: <https://library.concordia.ca/help/citing/>

# APPENDIX (OPTIONAL)