

PUBLIC POLICY AND GOVERNANCE

PGOV 451

INTERNSHIP HANDBOOK

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I OVERVIEW OF PGOV INTERNSHIP

The PGOV Internship integrates students' university study with a relevant paid or volunteer opportunity that will provide them with exposure to public policy and governance experience.

Students are available between late April and early September after completing their third academic year and before entering their senior year of undergraduate study. Placements are for a minimum of 8 weeks with government agencies or departments, private sector companies, or not-for-profit, non-governmental or community organizations (NGOs).

While all PGOV major students are eligible to participate in the internship component of the program, students in the PGOV Honours with Subsidiary degree stream are **required** to complete PGOV 451: Internship.

Students earn three academic credits upon completing their summer internship experience, submitting two internship reports, participating in a fall term seminar class, developing a seminar presentation, and submitting a final paper.

Academic Calendar Description

451 Internship This course provides students with the opportunity to practice the concepts and ideas encountered in the classroom in a real-world setting. Students will spend the equivalent of one term, usually the summer between the junior and senior year, gaining hands-on experience in a work or volunteer setting. They will reflect and report on their internship experience and its relevance to the evolving knowledge of a policy sector or governance setting, as well as to learn from fellow interns in a post-internship seminar. Prerequisites: PGOV 301 or 302, and PGOV 303 or 304 (or equivalent Research Methods course). Three credits.

Students benefit through:

- Acquiring experience in a real-life work environment
- Experiencing a public policy and governance culture
- Developing career-related and personal skills
- Enhancing career opportunities and developing their network of professional contacts

Placement Organizations benefit through:

- The energy and enthusiasm of talented and ambitious students
- Having interns complete ongoing work during summer months and/or to complete tasks that have been "shelved"
- Developing a pool of talent from which to recruit once students graduate
- Contributing to student intellectual development and organizational skills

II ELIGIBILITY, PROCEDURES AND REQUIREMENTS

Potential interns must have completed PGOV 301 or 302, and 303 or 304 (or a substitute research methods course approved by the PGOV Coordinator).

Students intending to complete a Bachelor of Arts (BA) Honours in Public Policy and Governance (PGOV) are REQUIRED to complete PGOV 451: Internship. However, all PGOV major students are encouraged to consider the benefits of taking PGOV 451 which gives them the opportunity to acquire real-world experience and skills relevant to a career in Public Policy and Governance.

It is the student's responsibility to follow the procedures and requirements indicated in this Handbook and to secure their own summer internship. Prospective interns are expected to monitor the Internship Preparation Workshop MOODLE site (as well as their StFX e-mail accounts) for messages, course information, prospective internship postings, etc.

1. Intention to Participate: Prospective 451 Interns should contact the PGOV Coordinator or designate before November 1 of their third year **to indicate their intention to participate in the PGOV 451 Internship** during the following summer.

2. Internship Preparation Workshop Moodle Site: The PGOV Coordinator and/or designate will maintain an Internship Preparation Workshop MOODLE site. Workshop meetings will be held to assist student interns in résumé writing, searching for internship contacts and leads, etc.

Prospective student interns are expected to participate in this preparatory workshop. By the end of the fall term students should have an approved résumé on file. 3. Securing a

Placement: **Each student is responsible for securing her/his own PGOV 451 Internship.**

Resources posted on the PGOV 451 MOODLE site and several workshop meetings will be devoted to the task of "searching for an internship placement." However, students should not limit themselves to the resources provided by the PGOV Program and the StFX Student Career Centre. They are encouraged to take the initiative in conducting their own search for a suitable internship placement. (Note: students interested in completing their **summer internship abroad in an international setting**, please refer to the Finding An Internship section of the Handbook.)

4. Program Approval: **Students must obtain approval from the PGOV Coordinator for a proposed internship placement.** Once a student has located a placement, they should meet with the PGOV Coordinator or designate to discuss the opportunity. The student will then complete and submit the **Internship Agreement Form** prior to starting the internship. The form is an agreement with the organization offering the internship and requires signatures of the student and an appropriate representative of the organization where the internship has been secured. Once completed, it should be submitted to the PGOV Coordinator. **The Internship Agreement Form is available on the PGOV 451 MOODLE site.** Once the Internship Agreement

Form has been submitted and approved by the PGOV Coordinator the student may proceed to accept the placement.

5. **Minimum Duration:** Each student is required to complete an internship of **25–30 hrs/week for a minimum of 8 weeks** with an approved organization or organizations. Students may complete more than one placement experience to fulfill the requirements of the PGOV 451 Internship. (For example, a student may find a placement that is 4 weeks in duration and a second opportunity that is 5 weeks in duration. Multiple placements must occur sequentially and NOT concurrently.)

6. **Non-Completion or Withdrawal:** If a student is unable to complete a PGOV 451 Internship within the permitted timeframe (April through September of the designated year), the student must inform the PGOV Coordinator and develop a plan demonstrating how s/he intends to complete the PGOV 451 requirement (mandatory for the Honours with Subsidiary degree). No student should **withdraw from an internship position** without consulting the PGOV Coordinator first. Exceptions will be handled on a case-by-case basis; however, the student must inform the PGOV Coordinator or designate of their change in status.

III PGOV 451 ACADEMIC REQUIREMENTS

REPORTS

Interns are required to complete **two Internship Reports** in partial fulfillment of the academic requirements for PGOV 451. The Interim Report should be **4-5 pages** in length and the Final Report should be **7-8 pages**. They should be completed using a consistent font (Times New Roman, 12 point, double-spaced). The Reports can be submitted electronically or in print form. The Interim Report is worth 10% and the Final Internship Experience Report is worth 20% of your PGOV 451 grade.

- The Interim Report, **due no later than August 1**, should include a description of the organization's activities including: the organization's profile (history and key facts), its major operations, and organizational or administrative challenges it faces
- The Final Report, **due no later than October 15**, should describe and reflect on your internship experience, including their personal reflections on their overall internship experience. The Final Internship Experience Form should be used as a template for completing the Final Report. It should explain duties and tasks, what was accomplished, and any significant experiences you had during your internship. Other elements could include expectations versus the reality of the work; an evaluation of any improvements in your skills, competencies, training, and problem-solving; your strengths and weaknesses during the placement; and your recommendations regarding what could have improved your internship experience, including what worked well and what advice you would give other students who might intern with a similar organization.

[NOTE: *Elements of the Final Report may be used as a marketing tool for the PGOV 451 Internship on the PGOV website, in StFX marketing material, etc.*]

SEMINAR

The 451 Course Coordinator will organize several seminar sessions during the fall term following the completion of the internship placements. Students may be assigned readings and will be asked to reflect on their internship experience, including their personal reflections and overall internship experiences, in a group setting. Part of this “debriefing” exercise will be devoted to how the internship may have influenced students’ career goals as well as strategies for meeting those goals. Student presentations in the seminar could include photos of your workplace taken during your internship, or other relevant visual aids. (Please obtain permission from your internship supervisor before photographing in the workplace.)

FINAL PAPER

Students are also required to develop a **final paper** examining a public policy topic relevant to their internship placement. Ideally, the paper should link their internship experience to continuing governance issues in a policy sector or organizational setting. The paper should be **10-12 double-spaced pages** and written in Times New Roman 12. It will account for 50% of the PGOV 451 final grade. Additionally, students will deliver an **oral presentation** based on a draft of their paper in the PGOV 451 seminar. This presentation will be worth 10% of the final grade.

Final grades in PGOV 451 will be based on the following components:

Interim report	10%
Final report	20%
Seminar participation	10%
Final paper	50%
Paper presentation	10%

DOCUMENT	DETAILS	SUBMISSION DEADLINE
Internship Agreement Form	To be signed by the organization, the student, and approved by the PGOV Coordinator.	PRIOR to starting the internship
Interim Report	Please follow the guidelines on page X (10% of 451 final grade)	No later than August 1
Final Report	Guidelines included in this document (20% of 451 final grade)	No later than October 15
Seminar Participation	Presentation of Final Report and Seminar Discussion	Several meetings during fall term

Final Paper	Guidelines included in this document (50% of 451 final grade)	No later than December 1
Paper Presentation	Students will develop a presentation based on their final paper (10%)	Late November

IV INTERNSHIP PREPARATION WORKSHOP

PGOV student interns are expected to attend all workshop meetings scheduled between October and March of the academic year immediately preceding their summer internship.

These meetings seek to help PGOV student interns prepare for the internship by providing resources, guidelines, and support to assist students in applying to relevant public policy positions. The workshop schedule will be posted on the PGOV Internship MOODLE site.

Workshop Teaching Approach and Learning Objectives

A mixture of presentations, in-class discussions, group work, etc. Students may also be asked to (encouraged to) attend relevant on-campus events and/or to participate in career-fairs, etc.

Upon successful completion of the workshop meetings, students will be able to:

- Establish a professional and personal goal for their internship experience
- Understand StFX University’s requirements in terms of the internship
- Apply strategies and resources necessary to find an internship
- Use a variety of tools to seek internship opportunities
- Prepare their Resume and a Cover Letter
- Prepare for an interview and handle various interview questions
- Identify and apply the appropriate rules of etiquette
- Understand how the selection process works
- Know how to act during the first days on the job
- Know the course requirements for PGOV 451

V ROLES AND RESPONSIBILITIES

University Responsibilities

St. Francis Xavier University and the Public Policy and Governance Program does its very best to assist students in finding suitable internships within a safe working environment. The PGOV Program arranges guest speakers and informs students about on-campus presentations by organizations, career fairs and other events to provide students with opportunities to approach potential internship

providers. The PGOV Internship Workshop is designed to prepare students for the internship experience. However, **the university and the PGOV Program do not provide internships to student interns.** The PGOV Coordinator or designate, in cooperation with other StFX resources such as the Student Career Centre, can offer guidance and assistance, but **it is the student's responsibility to find a suitable internship.**

PGOV Program Responsibilities

- **Guide** students to resources that will assist them to obtain a position(s) related to Public Policy and Governance that will partially fulfill the requirements of PGOV 451 Internship.
- **Assist** students to focus on opportunities.
- **Provide** content in workshop meetings that will help students to obtain an internship.
- **Review** student resumes and cover letters and offer feedback.
- **Assist** students in contacting potential employers by reviewing "initial contact" correspondence and offering feedback.
- **Answer** student questions and those of potential employers.
- **Troubleshoot** – general.

Student Responsibilities

- **Attend** all PGOV 451 workshop meetings, recommended career fairs, etc.
- **Continuously monitor** BOTH your StFX e-mail account and the PGOV 451 Moodle site for new resources, job postings, etc. related to the internship.
- **Develop a professional resume and cover letter.**
- **Plan** your job search activities! Enter your profile into databases, identify your existing network and use members to identify possible work term opportunities, etc.
- **Take the initiative** to seek out a potential work terms on your own using your network and contacting organizations/businesses/industries where you may want to work.
- **Be ready to apply**, conduct research about the proposed organization before submitting your resume and before an interview, understand that you are competing for a position, and stay positive!
- Apply to multiple positions to increase your chances of securing an internship and once you do, **honour the commitment!**
- **Submit** required paperwork/documents to the PGOV Coordinator or designate on time during your internship.
- Do not commence employment or a volunteer position until the Internship Agreement has been signed.
- Abide by her/his Internship Agreement and all organization rules and policies such as working hours, confidentiality, and Health and Safety procedures.
- Immediately inform the PGOV Coordinator of any **changes in your internship status**, such as the duration, employer, conditions, etc. The PGOV Coordinator or designate will initiate a discussion between all parties before any decision is made or any action is taken.

- **Reflect** on the internship experience: What have you learned? Were you able to use your academic knowledge and skills during the internship? Has this experience given you any insights into a possible career path after you complete your degree?

Host Organization Responsibilities

- Treat the student as an employee on a short-term contract in accordance with the organization's policies.
- Ensure the student has the same level of liability and insurance coverage provided for all employees at that level.
- Provide a safe working environment in conformity with Health and Safety legislation.
- Inform the student about the organization and its working practices.
- Develop a roster of activities for the period of the internship.
- Nominate a supervisor who will be responsible for the intern's work and provide her/him advice and guidance.
- If relevant, assist in finding suitable accommodation for the intern and assist with travel as well as Visa arrangements. (Note: this is usually with respect to an international internship placement.)
- Agree upon the conditions of employment and the level of remuneration (eg, hourly wage) to be awarded.
- In situations of breaches of the contract or misconduct of the student, advise and consult with the PGOV Coordinator at St. Francis Xavier University, Antigonish, Nova Scotia, Canada.

APPENDICES

Appendix I FINDING AN INTERNSHIP

A database of potential internship providers can be found on the PGOV 451 Moodle site. All PGOV 451 Interns are expected to search for internship opportunities in addition to those listed in the database.

A SAMPLING OF PLACEMENT OPPORTUNITIES FOR PGOV INTERNS

PGOV Interns seek out positions across Canada, in the USA and overseas. Interns may seek placements with a variety of organizations across the spectrum of not-for-profit, private, and all levels of government. Interns may accept a placement in their home province or elsewhere.

Education and Government:

Federal – Government of Canada – Parks Canada | Natural Resources Canada | Health and Wellness | Intergovernmental Affairs | Communities, Culture and Heritage | Emergency Management Office | MLA or MP Constituency Offices | Parliament of Canada – Senate | Environment and Climate Change Canada.

Provincial Government – Health and Wellness | Intergovernmental Affairs | Communities, Culture and Heritage | Emergency Management Office | Culture, Multiculturalism and Status of Women | Economic Development, Trade, and Tourism, etc.

Municipalities/Cities - Mayoral Office | Regional Police Service | Transit Authority | City of Ottawa

St. Francis Xavier University and other universities – faculty members in Public Policy and Governance, Political Science, Sociology, Business, Development Studies, etc.

Industry, Law, Finance and Environment:

Public Affairs and Strategy | Public Relations | Power/Hydro | Canadian Pacific Railways | Economic Development | Energy | Banks | Airport Authorities | Tourism Agencies | Construction | Oil and Gas | Environment | Investment | Consultants.

Culture, Health, Service and Not for Profit:

Policy Institutes | Regional Hospitals | Chambers of Commerce | United Way | Theatre Projects | Food Banks | Cancer Society | Physicians Society | Sports Centre | Churches | Community Organizations | University Student Unions | Health Associations.

International/Abroad:

Appendix II CONDUCT OF STUDENT INTERNS

1. Students' conduct and performance represents not only themselves but also St. Francis Xavier University. Before, during and after the internship, students are effectively an ambassador for the university and should act accordingly.
2. Students should dress appropriately for their position.
3. Students must complete the internship under the conditions in the Internship Agreement Form.
4. Students must adhere to the StFX University Code of Conduct during the internship.

StFX Community Code

<https://stfrancisxavieruniversity.ca/sites/default/files/Community%20Code%20May%2015th%202018.pdf>

StFX Discrimination and Harassment Policy

<https://www2.mystfx.ca/sites/mystfx.ca.equity/files/StFX%20Discrimination%20and%20Harassment%20Policy.pdf>

Academic Integrity

Students are expected to conduct their academic affairs with honesty and integrity. Cases of plagiarism and other forms of academic dishonesty (e.g., submitting the same work for two different courses, cheating, lying to get extensions, etc.) will be reported to the Senate Committee on Academic Integrity. Students are responsible for informing themselves of the details of the rules by carefully reading the university's policy on academic integrity.

<http://www2.mystfx.ca/registrars-office/sites/mystfx.ca.registrars-office/files/Academic%20Integrity-Mar 2015 0.pdf>

Appendix III INTERNATIONAL INTERNSHIPS

Students interested in completing their **summer internship abroad** should alert the PGOV Coordinator as soon as possible and begin seeking out placements **one full year in advance** of the intended summer internship.

You need to know:

- You need a **Canadian Passport** that is valid/doesn't expire until up to 6 months after you have completed your internship. A passport is required for entry into and stay in another country.
- **Permission and Documents from the proposed host nation**
- As a Canadian, you have rights and privileges associated with citizenship. To travel and live in another country for the purpose of your internship, you will most likely require the 'permission' of that nation. Depending on your destination, you may have to apply for permission / documents that indicate you have the nation's approval to live and complete your internship within their borders. The process to obtain relevant documents is outlined on most national government websites. Find out what you need to do well before you plan to leave Canada!

Getting Paid or Not?

Work in a country other than where you hold citizenship may not be paid/waged. Countries, including Canada, are obliged to hire their citizens before considering an international applicant. Some employers 'may' pay you an honorarium. This is a one-time, bulk payment.

Other compensation may be offered in lieu of a wage: accommodation, transportation to and from a work site, free Internet, access to local resources such as libraries, etc.

Everything about living in the host country

Information from finding accommodation to understanding the national currency and laws of the land can be located through Internet searches, consulting with the StFX Study Abroad Advisor, through host country official websites, etc.

Prior to starting an internship abroad, students will complete and submit the [Internship Release of Liability Form](#) to the PGOV Coordinator or designate.

More information about the StFX policy on international travel is found here: <https://www.stfx.ca/international/international-travel-staff-students>.

Appendix IV PRIOR EXPERIENCE ASSESSMENT FOR INTERNSHIPS

Practical experience acquired by the student prior to the PGOV 451 Internship may be accepted but will be considered by the PGOV Coordinator on a case-by-case basis.

Students should contact the PGOV Coordinator about Prior Experience Assessment NO LATER THAN 4 months/1 academic term before the summer internship period is due to begin (May 1). Students must also submit the following as part of their application for assessment:

- a. Reference Letter or Certificate from the employer confirming where the student worked, her/his duties and the time period of work (start and end dates and hours/week worked).

b. Internship Reports, oral presentation and Final Paper as per the guidelines stated in this document.

c. The applicant must also complete all additional requirements of PGOV 451, including participating in the 451 seminar during the fall term.

CONTACT INFORMATION

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