



# MASTER OF ARTS (ENVIRONMENTAL POLICY)

## GRADUATE HANDBOOK



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## Section One - Introduction

The Master of Arts in Environmental Policy (MAEP) program is coordinated by the Environmental Policy Institute (EPI) at Grenfell Campus, Memorial University of Newfoundland. The MAEP program has been designed to help students learn how to integrate diverse fields of study and fill the gap in environmental policy expertise locally, regionally, nationally and internationally. Students can choose either the Thesis-based Program (2 years) or a Research Paper-based Program (1 year). Both options include an Internship to offer students a means of bridging the policy-science divide while providing a valuable experiential learning opportunity to ensure exposure to challenges faced by practitioners. In addition, a part-time option allows professionals already working in fields related to environmental policy to continue working while upgrading their credentials.

The MAEP program is designed to develop the core competencies of tomorrow's policy leaders—the decision makers who will contribute to a more sustainable and resilient future.

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**MAEP Streams****MAEP- Research Paper (One Year)****Fall****Winter****Spring**

ENVP 6000 - Foundations of Environmental Policy and Administration	ENVP 6001 – Applied Environmental Problem Solving: A Case-Based Approach	ENVP 6030 - Internship
ENVP 6002 – Research Design and Methods	ENVP 6003 Environmental Political Thought	
*Elective from Table I or Table II	*Elective from Table I or Table II	
Policy and Science Orientation Workshop  Pre-Internship Workshop		
Secure Research Paper supervisor	Research Paper proposal Apply for ethics review	Research Paper writing (ENVP 6999) and final examination.  Seminar presentation of Research Paper.

\* At least one elective must be from Table I.

Financial support may require the completion of 3 Graduate Assistantships per academic year.

Note: This chart reflects the normal program outline for full-time students, individual programs may vary.

**MAEP-Thesis (Two Years)****Year 1****Fall****Winter****Spring**

ENVP 6000 - Foundations of Environmental Policy and Administration	ENVP 6001 – Applied Environmental Problem Solving: A Case-Based Approach	ENVP 6030 - Internship
ENVP 6002 – Research Design and Methods	ENVP 6003 – Environmental Political Thought	
1 Elective from Table I or Table II to be completed in the Fall or Winter Semester		
Science and Policy Orientation Workshop  Pre-Internship Workshop		
Secure thesis supervisor	Thesis proposal Apply for ethics review	Thesis research begins

**Year 2****Fall****Winter****Spring**

Thesis research continues	Completion of thesis research  Thesis writing begins	Submit thesis for examination  Seminar presentation of Thesis
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Financial support may require the completion of 3 Graduate Assistantships per academic year.

Note: This chart reflects the normal program outline for full-time students, individual programs may vary.

**Elective Courses****Table I**

These courses are offered on a rotating basis at Grenfell Campus. Please consult the Graduate Officer to determine which courses are offered in the upcoming academic year.

ENVP 6052 Political Economy, Political Ecology and Policy
ENVP 6053 Ecological Economics
ENVP 6054 Labour and Environmental Policy
ENVP 6055 Environmental Impact Assessment (cross-listed as EVST 4000)
ENVP 6056 Risk Assessment and Analysis
ENVP 6057 Energy Policy
ENVP 6058 Management and Regulation of Water Resources
ENVP 6059 Natural Resources Policy and Administration
ENVP 6520-30 Special Topics Courses



**Table II**

These courses are occasionally offered on site at St. John's campus. Please consult the Graduate Officer for more information.

<b>Biology</b>
7551-Fisheries Resource Management
<b>Business</b>
**8210-Labour Relations
9329-Labour Law
<b>Economics</b>
6014-Topics in Public Sector Economics
6020-Economics of Nonrenewable Natural Resources
6021-Economics of Renewable Natural Resources
6022-Environmental Economics
6023-Advanced Fisheries Economics
6024-Topics in Resource Economics
<b>Engineering</b>
9601-Environmental Pollution and Mitigation (cross-listed as ENVS 6004)
9622-Environmental Statistics
9624-Air Pollution (cross-listed as ENVS 6008)
9625-Environmental Impacts of Offshore Oil and Gas Operations
9629-Environmental Policy and Regulations
9630-Pollution Prevention

<b>Environmental Science</b>
6000-Environmental Science and Technology
6001-Earth and Ocean Systems
6002-Environmental Chemistry and Toxicology
6003-Applied Ecology
<b>Fisheries Resource Management</b>
6003-Fisheries Economics
6004-Fisheries Policy
6005-Fisheries Planning and Development
6006-Business Management for Fisheries
<b>Geography</b>
6204-Sustainable Community and Regional Development
6250-Conservation and Sustainability of Natural Resources
6251-Survey Design, Questionnaire Development and Techniques of Data Collection
6300-Problems in Fisheries Geography
6500-Cultural Geography
6700-Political Geography
<b>Medicine</b>
6288-Policy and Decision Making
6722-Environmental Health
<b>Political Science</b>
6710-Intergovernmental Relations

6740-Public Administration
6790-Public Policy Process
<b>Sociology</b>
6140-The Community
6350-Environmental Sociology

\*\*These courses are offered at St. John's campus. Click [here](#) to learn more about Memorial University's online courses and programs offered through the Centre for Innovation in Teaching and Learning (CITL)

Candidates for the Master of Arts in Environmental Policy degree must obtain a grade of B or better in all program courses. Candidates who receive a grade of less than B in a program course will be permitted to remain in the program, provided the course is repeated and passed with a grade of B or better. Alternatively, the candidate may, on the recommendation of the Graduate Committee in Environmental Policy (GCEP), and with the approval of the Dean of Graduate Studies, substitute another graduate course. Only one course repetition or substitution will be permitted during the candidate's program after which the candidate shall be required to withdraw from the program.

According to section 2.2.3.5 (1)(b) of the University Calendar, ... *each student for a Master's Degree shall normally spend at least two semesters in residence as a graduate student at this University... For most students this will involve taking courses or engaging in research while resident on campus.* Students are encouraged to meet this residency requirement in the first two semesters of their program.

Students may request a switch from one stream to another by submitting a **letter of application** to the Graduate Committee on Environmental Policy (GCEP). Students are encouraged to consult their supervisor and the Graduate Officer if they wish to change streams. Students wishing to switch to the thesis stream are advised that the support of a supervisor is very important for their application and that funding is not always available.

The Change of Route form is available online: [www.mun.ca/sgs/current/general\\_forms](http://www.mun.ca/sgs/current/general_forms).

Responsibilities of Supervisors and Graduate Students may be found on the webpage here: [www.mun.ca/sgs/current/guidelines\\_and\\_policies\\_current.php](http://www.mun.ca/sgs/current/guidelines_and_policies_current.php)

## Section Two – Post-Admission

### *Registration Procedures*

Registration for the fall semester begins in early August; for the winter semester, it begins in early December; and for the spring semester, in early April.

Registration is done online through [Memorial Self-Service](#). Please ensure the graduate courses you register for are reflected on the Program of Study form that was sent to you at time of admission. **All MAEP graduate students must register for ENVP 9000 upon entry to the MAEP program**, as this registration identifies you as a graduate student. This registration will automatically occur for all subsequent semesters.

Information pertaining to registration procedures may be found online:

[www.mun.ca/sgs/current/registrationprocedures](http://www.mun.ca/sgs/current/registrationprocedures)

If you are granted a leave of absence, you will need to register for ENVP 9000 upon your return.

Courses may be added or dropped for a period of time at the beginning of each semester without incurring academic penalties. Most changes can be requested online through [Memorial Self-Service](#). In some instances, you may have to complete a [Course Change Form](#). Please see the University Calendar ([www.mun.ca/regoff/calendar](http://www.mun.ca/regoff/calendar)) for course change regulations and deadlines.

Upon arrival to Grenfell Campus, International students should register with International Student Services by visiting the Student Programming Coordinator (International), in Student Services (AS271F) Mr. Patrick Arsenault. You should bring along your passport and study permit.

#### *English Placement Exam (if necessary)*

If you were required to provide proof of English proficiency for admission to Memorial University, you must write the English placement test. This test will determine which English class you will be placed.

To register, please contact the English as a Second Language Program (ESL). Please email [esl@grenfell.mun.ca](mailto:esl@grenfell.mun.ca). Your email must include:

- Your first name and family name
- Your student number
- Whether you are an undergraduate or graduate student

### *Payment of Fees*

When you accepted your offer of admission to the MAEP program, you selected a payment plan based on number of semesters of study. This plan remains in effect for the duration of the program and may not be changed after the first semester. If you wish to change your payment plan in your first semester, you should email the request to [sgs@mun.ca](mailto:sgs@mun.ca). If you complete your program in fewer semesters than originally selected, the remaining semester fees must be paid. Students who do not complete their program in the expected number of semesters will be required to pay a continuance fee for each additional semester. All graduate students must be registered for every semester during the MAEP program, and must pay fees for each semester, unless a leave of absence has been granted. To receive a leave of Absence, a completed Request for a Leave of Absence form should be submitted before the registration deadline for that semester and must be approved by the School of Graduate Studies. The Request for Leave of Absence form may be found online here [www.mun.ca/sgs/current/general\\_forms](http://www.mun.ca/sgs/current/general_forms)

Fees for tuition, residence, student union, and health/dental insurance are due once a student registers. These fees may be paid by cash, debit, or cheque to the Bursar's Office (AS279) or by MasterCard through [Memorial Self-Service](#). There is a convenience fee of 1.95% when paying by credit card. This fee is set by Moneris and is subject to change.

Graduate students who wish to have their tuition paid from their bi-weekly financial support can now request the service online through [Memorial Self-Service](#). In such cases, your semester program and ancillary fees will be allocated over the number of pay periods available within a given semester and will be deducted from your bi-weekly support. To sign up for payroll deductions through [Memorial Self-Service](#), you may click on the "Employee Services" tab and then the "Graduate Student Payroll Deduction Request." Current students already on funding will be able to sign up for online payroll deductions 24 hours after they register. New students will be able to sign up for online payroll deductions on the first day of classes. All graduate students must complete their online submissions before the last day to register (two weeks after the start of classes). This replaces the previous process by which requests were submitted by paper payroll deduction forms at the School of Graduate Studies or the Cashier's Office. **Graduate students signing up for payroll deductions must now do so every semester** (vs. the previous method of signing up in the fall semester only).

Graduate students who are not studying or doing research on the St. John's Campus at any time during a semester are eligible for exemption from the recreation fee. The [Graduate Student Request for Recreation Fee Exemption form](#) may be found online, [www.mun.ca/sgs/current/general\\_forms](http://www.mun.ca/sgs/current/general_forms) and must be completed and submitted to the Cashier's Office, [cashiers@mun.ca](mailto:cashiers@mun.ca).

## ***Funding Your Education***

### SGS Fellowships and Graduate Student Support (GSS)

Financial support will usually be offered at time of admission to eligible students. Funding is guaranteed for a one-year period and is normally renewable for a second year for two-year masters programs. Students must be registered as full time and must meet defined academic standards in order to receive a SGS Fellowship. Guidelines for awarding of SGS Fellowships and Graduate Student Support are available on the webpage, [www.mun.ca/sgs/current/guidelines\\_and\\_policies\\_current.php](http://www.mun.ca/sgs/current/guidelines_and_policies_current.php).

**According to the School of Graduate Studies, Memorial University of Newfoundland, a full-time graduate student may not commit more than 24 hours a week working time, including teaching assistant or research assistant duties, to matters other than the degree program. (Regulation 2.3.8).**

### *Graduate Assistantships (GAs)*

If you have received graduate assistantship funding as part of your internal funding package, you are required to work as a Research Assistant (RA) and/ or a Teaching Assistant (TA) during the academic year. It is recommended that students submit an ongoing record of their graduate assistantship hours using the GA Hours form found in section ten of this handbook. Please discuss the recording of hours with your supervisor. **MAEP funding generally includes 3 graduate assistantships per academic year and each assistantship consists of 56 hours a semester.**

Grenfell Campus graduate students who receive GAs are members of the Teaching Assistants' Union of Memorial University of Newfoundland (TAUMUN). Students should complete a GA contract with their employer and supply a copy of this contract to the Senior Secretary, Graduate Studies. ([See Common Forms](#)). As per Article 12.17 of the [MUN-TAUMUN Collective Agreement](#), Graduate Assistants must be notified of their appointment in writing and a Graduate Assistant can only be required to perform duties and responsibilities as outlined in their letter of appointment.

**Students must have a Social Insurance Number (SIN) before receiving Graduate Assistantship funding.** If you do not have a SIN, you should apply for your social insurance number in-person at the Corner Brook Service Canada Centre. (Joseph R. Smallwood Building, 1 Regent Square, Corner Brook, Newfoundland and Labrador) You must provide a primary document that proves your identity and status in Canada, as well as a supporting document, if the name on your primary document is different from the one you are currently using. It is important that all documents are originals and they are written in English or French.



International Student's SIN will start with the number '9' and will only be valid until the end of your authorized stay in Canada (date of expiry of Study Permit). When you renew your immigration documents, be sure to renew your Social Insurance Number. International students may also need to obtain an International Student Employment Contract, signed by you and your employer, to submit with your SIN application. ([See Common Forms](#))

**Graduate student support will be paid bi-weekly. The Senior Secretary, Graduate Studies will initiate payments to students by submission of the Graduate Student Support Payroll form. Students should also include a completed Direct Deposit form. ([See Common Forms](#)).**

### *Scholarships and Awards*

Graduate students are encouraged to apply for scholarships and external awards to enhance qualifications and increase graduate funding.

Information and application forms for the [Canada Graduate Scholarships \(CGS\) Master's Program](#) are now available on the Social Sciences and Humanities Research Council (SSHRC)'s website, [sshrc-crsh.gc.ca](http://sshrc-crsh.gc.ca). Please take note of the section on SSHRC's homepage called *Resource Centre* which provides helpful information and tips for those completing an application and provides an understanding of the adjudication and awarding process.

Additional scholarship and award notices may be found online:

[www.mun.ca/sgs/current/scholarships/](http://www.mun.ca/sgs/current/scholarships/) .

### *Working Off-Campus*

Grenfell Campus offers Career Development Services to help you prepare for your job search. You may visit the Senior Career Development Coordinator in FC 4024, Ms. Marilyn Forward.

Effective June 1, 2014, full-time International students may qualify to work off-campus without a work permit. Eligibility requirements may be found online, [www.cic.gc.ca/english/study/work-offcampus.asp](http://www.cic.gc.ca/english/study/work-offcampus.asp). Students will require a Social Insurance Number (SIN) before commencing work.

## English Language Tutoring and Development

The English as a Second Language Office offers one-on-one tutoring to students who use English as a second or additional language. This service is available to students who may experience difficulty meeting the language demands of their academic program.

For more information about English language tutoring or to make an appointment with a tutor, you may contact the ESL Coordinator, Ms. Melissa Halford.

Room: AS 391

Email: [mhalford@grenfell.mun.ca](mailto:mhalford@grenfell.mun.ca)

Telephone: (709) 639-4720

## Health and Dental Plans

The Graduate Students Union (GSU) provides health and dental plans that are mandatory for all full-time graduate students (including international students that have opted out of the ISA health insurance), and fees are collected by the University in all three semesters. For an additional fee, students may extend the coverage to their partners, including same sex partners, and their dependent children. Eligible students may opt out of the GSU health and/or dental plans on condition that proof of alternate comparable coverage is provided and the necessary opt-out forms are completed by the deadline. For more information about the GSU Dental and Health plans go to: <https://www.gsumun.ca/health-dental-plan>

Registered International students are automatically enrolled in the Foreign Health Insurance plan provided by MUN's International Student Advising Office (ISA), and full-time International graduate students are automatically enrolled in the Graduate Student Union (GSU) dental plan. When you arrive in Corner Brook to attend Grenfell campus, you must meet with the Student Programming Coordinator (International), in Student Services (AS271) for information about your insurance. Eligibility requirements have to be met in order to opt out of the Foreign Health Insurance and/or transfer into one of the student union plans. These requirements can be found online:

<https://www.mun.ca/international/programming/healthinsurance/index.php> . If you meet the eligibility requirements to opt out of the Foreign Health Insurance plan, visit Student Services before the end of the second week of classes to complete a waiver and provide necessary proof. Students who have completed an opt-out form in past semesters will be automatically exempt in following semesters. All international students with a study permit valid for 12 months or longer are eligible to apply for the Newfoundland and Labrador Medical Care Plan (MCP). MCP is a comprehensive plan of medical care insurance designed to cover the cost of physician services for residents of the province. The MCP application form and further information may be found online: <https://www.health.gov.nl.ca/health/mcp/international.html>

Grenfell's Health Services office offers a variety of health care services to help you live well, feel good, and achieve your goals. Our health professionals can help you take care of your physical and mental health so that you're able to have the best university experience possible. Grenfell Campus Health Services is located in the Bennett wing on the main floor of the Arts and Science Building. In addition, Health Services has partnered with the Western Regional School of Nursing to offer various healthy living sessions.

Physician services as well as physio, chiro and massage will reopen in September 2019. To book an appointment, contact :

Health Services BW 243 / 637-7919 or [healthservices@grenfell.mun.ca](mailto:healthservices@grenfell.mun.ca)

Grenfell Campus students seeking medical attention may also visit the Broadway Family Health Clinic. The Clinic is located on the third level of the Downtown Health Centre, 3 Herald Avenue. To make an appointment, please call (709) 639-5920.

Western Memorial Regional Hospital provides emergency services. They are located at 1 Brookfield Avenue.

### ***Computing Accounts***

Upon registration, computing accounts are created automatically for new Grenfell students. An email containing your username and password information, as well as general computing/lab information such as how to change your password, how to configure email on your smartphones, etc. are sent to your mun.ca email address as well as your personal email address (if provided).

Some official University correspondence is sent to your MUN email account and some to your Grenfell email account. You may wish to consider redirecting your MUN email to your Grenfell account. Further instructions on this process may be found online, [www.grenfell.mun.ca/computing/Pages/accounts.aspx#](http://www.grenfell.mun.ca/computing/Pages/accounts.aspx#).

If you are having problems with your new account, you may contact the Help Desk by telephone 639-2049, by email [its@grenfell.mun.ca](mailto:its@grenfell.mun.ca) or [helpdesk@grenfell.mun.ca](mailto:helpdesk@grenfell.mun.ca), or by visiting AS 373.

Computers are located in the library (LC208), the computer labs: LC202, AS3003, AS3009 (Mac Lab), and AS3005 (GIS Lab), and in the student atrium of the Arts and Science extension. The computer labs are open from 8:00am to 12:00am, 7 days a week throughout the year (including holidays).

*\*Labs are utilized for classes but will be available to students during non-class hours.*

### ***Student ID Card***

You may obtain a student ID card by visiting the Ferriss Hodgett Library (LC 208). A staff member at the library will be able to assist you through this process. This card serves as your library card and is proof that you are a student at a post-secondary educational facility. The first card is free, but a fee will be charged for subsequent cards.

### ***Parking Permit***

- 1) Students must complete a Parking Application form to be considered in the lottery for a Parking Permit. <https://www.grenfell.mun.ca/Departments/Pages/campus-security/parking.aspx>
- 2) Students must select on the Parking Application each Parking Lot they are interested in purchasing a Parking Permit. Only those Parking Lots identified on the Parking Application will be entered into the lottery process.
- 3) **All Parking Applications must be submitted to Room AS-280 or scanned to [dpike@grenfell.mun.ca](mailto:dpike@grenfell.mun.ca) by 4:00pm on September 16, 2019 for the fall term and January 10, 2020 for the winter term (space permitting).**
- 4) The lottery will take place on September 16, 2019 for the fall term and January 13, 2020 for the winter term (space permitting).
- 5) Parking permits will be distributed using a lottery process based on available parking spaces at the time of the lottery.
- 6) The lottery process will distribute available parking permits in the following sequence of parking lots: Residence P6 (Semester), Residence P9 (Semester), P2 (Semester), P3, P8.
- 7) Students do not need to be in attendance during the lottery process. Successful applicants will be e-mailed following the lottery process based on the contact information provided on the Parking Application form. It will be the student's responsibility to be kept informed of the results of the lottery process.
- 8) Following the lottery, students will have three business days (payment deadline) to pay for the Parking Permit in the Bookstore.
- 9) Payments for a Parking Permit must be made in full by the payment deadline. Partial Payments will not be accepted.
- 10) Parking Permits are subject to HST.

- 11) A further lottery process may be undertaken for all unclaimed Parking Permits following the payment deadline.
- 12) All parking on campus shall comply with the Grenfell Campus Parking Regulations and the Overnight Parking Procedures that are in effect between November 1<sup>st</sup> and April 30<sup>th</sup> annually to allow for snow removal.

**Because parking spaces are limited on campus, there is no guarantee of finding an available parking space. Parking permits increase the likelihood of finding an available parking space, because the number of permits issued is limited for those parking lots that require a permit.**

**Limited parking is available without a permit in Lot P4 at no charge.**

**To view parking map, please click link below:**

<https://www.grenfell.mun.ca/Departments/Documents/Facilities%20Management/parking-maps/Grenfell-Campus-2017-2018-Parking-Map-May-2017.pdf>

## **Section Three – Workshops**

### ***Policy and Science Orientation Workshop***

The Policy and Science Orientation Workshop is a mandatory workshop which occurs during the first week of classes. Its intent is to provide students with a limited policy or biophysical background with conceptual tools to frame each discipline in order to orient students to the program. The agenda is sent via email in August.

### ***Pre-Internship Workshop***

The Pre-Internship Workshop is a mandatory workshop that is held after classes end in December of each year. This workshop is offered on campus throughout the semesters and reviews the internship requirements, aids students in writing resumes and cover letters, discusses interviewing practices and examines student/employer relationships.

Discussions as it relates to Internships occurs throughout the semesters with the Internship Officer.



## Section Four – Internship (ENVP 6030)

An internship provides students with a valuable experiential learning opportunity and all MAEP students are required to complete an environmental policy internship with a relevant government office, non-governmental organization, community group, or business. **Internships are of 12 weeks duration with full-time employment hours.** However, part-time internships over a longer period of time may be considered. Students are asked to identify internship opportunities in their areas of interest and apply for the position(s). The Internship Officer may provide placement assistance with established contacts, offer feedback on cover letters and CVs, and facilitate institutional contact on behalf of the student.

**Internships usually occur in the spring semester and you must register for ENVP 6030 before the course registration deadline.** Students must also attend the Pre-Internship Workshop.

Before the internship starts you should contact your host supervisor to confirm the details of your internship such as when, where and who you should report to on your first day of work, the work dress code, and any other questions that will make your first day less confusing.

**The Internship evaluation shall consist of two components, each of which will receive a mark of Pass or Fail. Students must obtain a Pass in both components to successfully complete the internship.**

### 1) On-Site Student Performance

On-site performance shall be assessed by the Internship Officer using information gathered during the internship and input from the host organization at the end of the internship. Formal written documentation from the host organization shall be sought. ([See Annex A](#))

### 2) The Internship Report

All students are required to write an internship report. Internship Reports are to be reflective in nature. Students are to consider how the experience they have gained has contributed to the development of their education and skills. Challenges and opportunities both for students and for environmental policy making and implementation are to be critically reviewed. The intent is for students to objectively review their performance and form linkages between theory and practice.

Internship Reports are to be 10-12 double-spaced pages in length not including pre and post material (e.g. title page, notes, charts, bibliography, and appendices). It is due two (2) weeks after the end of the internship.

Students are also expected to complete an evaluation of the Internship. ([See Annex B](#))

The following points are a summary of information provided by former MAEP student, Sanja Schuelke, pertaining to **International Internships**:

- Securing an internship placement in another country is a difficult and long process. You should start looking for internship opportunities as soon as possible. More information on International Internships may be found online, [www.acdi-cida.gc.ca/acdi-cida/acdi-cida.nsf/eng/CAR-826114937-LKK](http://www.acdi-cida.gc.ca/acdi-cida/acdi-cida.nsf/eng/CAR-826114937-LKK).
- Make yourself familiar with application deadlines and provide ALL necessary supporting documentation with your application. Most applications will not be processed if required documentation is missing.
- Always try to find a contact person in your desired organizations or respective department and express your interest in working with them.
- The Senior Career Development Coordinator, located in FC 4024, offers one-on-one sessions in resumé and cover letter building.
- **After you have been accepted for an internship placement, it is your responsibility to apply for all necessary documents (work permit, etc.) to legally stay in the country of your internship.** AGAIN make yourself aware of deadlines, requirements, and processing times! You may often require a signed internship contract before you can apply for further documents, such as Visa or work permits.
- Depending on your country of origin and the country of your internship, you may have to apply for visa in each country as well. Be aware of deadlines, processing times, requirements for health documents, financial background, etc.
- You may opt-out of the GSU health and dental insurance and opt- back in when you return. You should still receive your financial support from MUN.
- You have to contact the international office at MUN if you have any issues during your internship and your time abroad. Always keep your Internship Officer informed about any issues as well. They can provide you with assistance and guidance. If you are aware of requirements and deadlines, you can save yourself a lot of time and money!

### Requirements from MUN:

- If you are travelling outside of Canada as part of your academic program (to study, work or carry out research), you must follow these steps:
  - i) Register your travel through the Survey located on your Memorial Self-Service.
  - ii) Register for MOBI 1000 through Memorial Self-Service and complete the online course as soon as possible, as this course may provide additional information about the country of your destination.
  - iii) Register your travel with the Canadian government. If applicable, ask the embassy of your home country if you can register with them as well. Always make yourself aware of the nearest location of the Canadian embassy or consulate.
  - iv) Research your location and determine the Travel Advisory level. If your destination is deemed: **Avoid non-essential travel** or **Avoid all travel immediately**, contact the [International Centre](#) for further steps before your travel will be authorized by Memorial University.
  - v) If your Memorial academic program advisor, your co-op coordinator or your research supervisor have NOT provided you an in-person **pre-departure orientation** and **approved waivers**, you must contact the [International Centre](#) to arrange the completion of these important pre-departure components.
  - vi) Visit [www.mun.ca/international/](http://www.mun.ca/international/) for further information

### Internships for International Students in Canada

Since the internship is a mandatory component of the MAEP program, you may go through the same application process as an international Co-op student or Intern. **You have to apply for a co-op work permit at Citizenship and Immigration Canada.** More information may be found online, [www.cic.gc.ca/english/study/work-coop.asp](http://www.cic.gc.ca/english/study/work-coop.asp). Please note the indicated processing times for online and paper applications.

## Section Five – Research Paper (ENVP 6999)

The Research Paper provides students with an opportunity to research, critically reflect upon and write about an approved question, issue or idea and a related body of literature from a public policy perspective. This involves working with a supervising faculty member within specific project boundaries that are compatible with the time constraints of the program. The aim is to advance students' research, policy analysis and communication skills.

**Requirements and Procedures:** (timeline reflects the normal program outline for full-time students, individual programs may vary.)

The Research Paper is normally between 40-45 double-spaced pages in length, not including pre and post material (e.g. title page, abstract, table of contents, list of figures, acknowledgements, notes, appendices, bibliography).

- Students are to secure a faculty member who agrees to act as their Supervisor and provide them with a one page Statement of Interest for their Research Paper. This is to be done by the end of the fall semester.

Note: Students have the option of changing supervisors (if time allows).

- Students are required to submit a Research Paper Proposal to their Faculty Supervisor and normally a second faculty member designated to act as a second reader for approval. Students are to revise their proposal to incorporate suggestions from their Faculty Supervisor and the second reader. This is to be completed by the end of the winter semester.

Note: Approval of the revised Research Proposal is required before submission of the final Research Paper.

### Ethics:

All MAEP Research Proposals directly involving human subjects must receive Ethics Approval from the Research Ethics Board, Grenfell Campus prior to commencement of research.

All forms are available online, [www.grenfell.mun.ca/research/Pages/ethics.aspx](http://www.grenfell.mun.ca/research/Pages/ethics.aspx). If you have any questions regarding Research Ethics, please contact:

Lan Ma  
Research Office – AS320  
Tel: 709-639-7596  
Email: [lma@grenfell.mun.ca](mailto:lma@grenfell.mun.ca)

- Students are to develop a schedule, with the Faculty Supervisor, for submission of draft segments of the Research Paper. For successful completion, steady progress as defined by an agreed structure is required.
- The Research Paper should be submitted by July 15. The minimum passing grade is B. Students should also submit an Application for Graduation through [Memorial Self-Service](#) under the Graduation menu option.
- **Final Submission:** Once a passing grade has been received, one electronic copy must be submitted to the School.
  - i. One copy is to be kept in the School.
  - ii. The final submission should be free of spelling and grammatical errors and incorporate any required revisions required by the readers.

## Section Six – Thesis

The Masters' thesis describes research completed during the student's academic program at Memorial University and should demonstrate an ability to carry out research and to organize results.

**Requirements and Procedures:** (timeline reflects the normal program outline for full-time students, individual programs may vary.)

- Students are to secure a faculty member who agrees to act as their Supervisor and choose a thesis topic as early as possible. This is to be done by the end of the first fall semester.
- Students are to establish their Supervisory Committee, complete the [Change of Program](#) form, available online, [www.mun.ca/sgs/go/Forms\\_GOS/](http://www.mun.ca/sgs/go/Forms_GOS/) and submit the form to the Programs Officer, School of Graduate Studies: [rbarron@mun.ca](mailto:rbarron@mun.ca). It is recommended that the thesis supervisory committee include 2 committee members in addition to the supervisor. This is to be completed by the end of the first winter semester.
- Students are required to submit a Thesis Proposal to their Supervisory Committee. This is to be completed by the end of the first winter semester.

**Ethics:** All MAEP Research Proposals directly involving human subjects must receive Ethics Approval from the Research Ethics Board, Grenfell Campus prior to commencement of research. All forms are available online, <https://www.grenfell.mun.ca/academics-and-research/Pages/Research/Research-Ethics.aspx>

If you have any questions regarding Research Ethics, please contact:

Lan Ma  
Research Office – AS320  
Tel: 709-639-7596  
Email: [hma@grenfell.mun.ca](mailto:hma@grenfell.mun.ca)

- Thesis research normally continues for two semesters. (Spring and Fall)
- Thesis writing normally begins in the second winter semester. Guidelines for formatting your thesis and the submission process are available online, [www.mun.ca/sgs/go/guid\\_policies/theses.php](http://www.mun.ca/sgs/go/guid_policies/theses.php).
- Students should submit a draft of their thesis to their supervisory committee for approval 2-6 weeks before the deadline for submission of thesis for examination and make necessary revisions on the advice of the supervisory committee. Students should also submit an Application for Graduation through [Memorial Self-Service](#) under the Graduation menu option.



- Students should submit an electronic copy to the supervisor in PDF and Microsoft Word versions.
- Thesis examination may take up to 6 weeks or longer. In order to ensure an arms-length examination process, contact with examiners during this time is limited to the Office of the Dean of Graduate Studies. Information on the possible outcomes of a thesis examination, time limits for revisions, and re-examination procedures can be found in the [University Calendar](#). Required revisions and corrections are made by the student in consultation with the supervisory committee.
- The final version of a thesis found acceptable with or without corrections shall be submitted to the University within six months of the date on which the thesis and examiners' reports are returned to the student's academic unit.
- For final submission, all graduate students are required to produce one electronic copy of their thesis to the Head of their academic unit.
- The final version of your thesis should be in PDF/A format (needed for the long-term archiving of electronic theses) and **use the following naming convention: lastname\_firstname\_middlename\_finalsubmissionmonthandyear\_degree.pdf (e.g., Smith\_John\_James\_122013\_PhD.pdf).**
- Once approved by the Head of the academic unit, the electronic copy of the thesis and any associated supplementary files should be uploaded to the University Library using the e-thesis submission form on my.mun.ca portal. A confirmation email will be sent to your @mun.ca email account once you have successfully submitted your thesis.
- If required, a completed Request to Include Copyright Material form should be uploaded along with the thesis as a supplementary file.
- In cases where file size exceeds 500MB files may be submitted on DVD or CD. The disc sleeve should note student name, student number, degree program, and the academic unit. A completed Thesis Deposit Form must be included with CD/DVD submissions.
- Students must maintain their graduate registration until all academic requirements for their degree including thesis corrections have been met.

## Section Seven - Campus Services and Other Resources

### *Aboriginal Student Services*

There are many programs and services dedicated to Aboriginal students at Grenfell Campus, including an Aboriginal Student Affairs Officer, who coordinates programming, and the student-run Indigenous Caucus of the Grenfell Campus Student Union. The Aboriginal Student Centre, located at AS2027, is designated as a culturally safe space for smudging and Kullik/Qulliq lighting, and is a site for student gatherings, Aboriginal awareness programs, talking circles, craft workshops, or just enjoying down time between classes.

Memorial University understands *Aboriginal* to include people of First Nations, Inuit, or Métis ancestry.

To learn more about Aboriginal Student Services on Campus, contact the Aboriginal Student Affairs Officer at Student Services in AS 278 or visit our website [www.grenfell.mun.ca/student-services/aboriginal-students](http://www.grenfell.mun.ca/student-services/aboriginal-students).

### *Study Space*

The EPI boardroom (FC 2015) and the Policy Innovation Lab (FC3019) may be booked by MAEP students. Please contact the Administrative Staff Specialist to book and access these rooms.

We now have two great rooms for Graduate students on Grenfell Campus that are great for your busy final paper writing, **AS3023** and **AS327**. Located in these rooms are cabinets with locks, the keys to these cabinets can be signed out to a Graduate student on a **semester basis**. Please contact Darlene Pike, Facilities Management, AS 280 to sign out a key for the semester.

The fourth floor atrium located in the forestry building also offers a beautiful scenic study area complete with; desks, table/chairs, sofas, etc.

The Arts and Science Extension also offers a group of study rooms and spaces that are open to all students, Campus wide. These rooms can be booked through Grenfell Office of Engagement, or occupied on a first come basis.

### *Food Services*

#### **On Campus**

**Brewed on Campus** – An on-campus coffee shop, Brewed on Campus, is located in the mezzanine area of the Arts and Science Atrium.



**The Grove** - Located on the lower level of Grenfell Campus, Memorial University, The Grove dining hall offers a variety of fare. With a fresh new look, the area accommodates approximately 175 patrons at any given time. Come visit us this fall to enjoy fresh salads, soups, Paninis and daily home-cooked meals, along with popular favorites, including pizzas, fries and burgers.

There are also vending machines at various locations on campus.

### **Off Campus**

Corner Brook is home to five grocery stores and various restaurants and cafes. There are local groceries and restaurants within walking distance, as well as complimentary shuttle services operating twice weekly for transportation from Campus to a local grocery.

### ***Graduate Student Union (GSU)***

The Graduate Students' Union is comprised of over 3500 graduate students at Memorial University of Newfoundland. Some services provided by the GSU include health and dental plan, conference funding, and academic advocacy. They also provide a weekly newsletter that includes important information about event listings, conference notices, general GSU business, etc. Please visit [www.gsumun.ca/](http://www.gsumun.ca/) to subscribe to the Mailing List and to learn more about the GSU.

### ***Grenfell Graduate Student Society (GGSS)***

The GGSS is comprised of students from Grenfell's graduate programs. An elected representative from the GGSS is also a member of the Graduate Committee in Environmental Policy (GCEP). The GGSS office is located in **AS322**.

### ***Memorial University's School of Graduate Studies (SGS)***

SGS maintains graduate files and administers graduate applications, admissions, comprehensive examinations, and thesis examinations. SGS is also responsible for registrarial functions, graduate enrolment management, and recruitment, and administers graduate student funding including assistantships, external and internal scholarships, baseline fellowships, and supervisor support. They are located on St. John's campus and more information may be found online, [www.mun.ca/sgs/index.php](http://www.mun.ca/sgs/index.php).

### ***Teaching Skills Enhancement Program (TSEP)***

TSEP is a professional development program offered to graduate students free of charge. It is designed to provide an introduction to teaching at the undergraduate level. Click here for more information: [https://citl.mun.ca/TeachingSupport/PD/TSEP\\_GraduateStudent.php](https://citl.mun.ca/TeachingSupport/PD/TSEP_GraduateStudent.php)

### ***The Learning Centre***

The Learning Centre provides students at Grenfell Campus with a variety of services and programs, specifically in the areas of academic support and personal development. The specific services include writing and mathematical instructional assistance, supplemental instruction, peer tutors, and learning strategies seminars. The Learning Centre also provides special arrangements to students with disabilities to achieve a barrier-free institution, giving equal opportunity to all students.

### ***Student Housing***

Student Housing allows for the option of living in residence or in one of the chalet style apartments. Student housing and accommodate approximately 380 in our residences, and 210 students in the Chalets. Each residence unit is comprised of two-bedroom suites sharing an adjoining bathroom and a refrigerator. The chalets consist of four-bedroom suites sharing one full and one half bathroom, a kitchen area and living room space. Our fully wired bedrooms complete with digital phone and Internet access ensure an atmosphere well suited for study and academic achievement. Both residences are just minutes away from library services and classrooms.

It is important to know that applying to live on campus is separate from the general university and/or graduate application process. To apply to live in Student Housing, please visit Student Housing's webpage at <https://www.grenfell.mun.ca/current-students/Pages/housing.aspx> and click on the application link. Students beyond their first year of study (including graduate students) must apply online and pay the online \$20 housing application fee by **March 31**. Applications received after this deadline will be processed as time permits. Once the housing application is received, an automated email will be sent to the prospective student confirming receipt of the application and fee.

Notification of returning/transfer/graduate students' housing application status is emailed in late April/early May. **If you are accepted into Student Housing, and choose to accept this offer, a deposit/confirmation fee of \$500 must be paid within a three-week period of receiving your acceptance email. This deposit will be credited toward your Student Housing fees when you arrive in September.** Failure to cancel an Offer of Accommodations before the indicated deadline on your acceptance email will result in the forfeiture of the deposit/confirmation fee. Please note that it is not guaranteed that you will be accepted into Student Housing once you have applied. An acceptance to Student Housing is based on number of factors including availability, date of application, and fee payment.

Room assignments are **emailed out in early July** informing students about their room/chalet apt numbers, & their roommates. Further assignments are based on cancellations.

For more information on housing contact the housing office at AS201 (Pittman Wing), call (709) 637-6266, or by email [grenfellhousing@grenfell.mun.ca](mailto:grenfellhousing@grenfell.mun.ca). You can also like the Facebook page at Grenfell Campus Student Housing.

### ***Athletics and Recreation***

#### **COMPETITIVE SPORTS – GRENFELL WARRIORS**

Interested in joining a campus team? The campus organizes several sports teams like volleyball and basketball to play in local leagues and provincial tournaments. The sports and the number of teams formed each year depend on student interest. Please connect with Student Services through the website [www.grenfell.mun.ca/athletics](http://www.grenfell.mun.ca/athletics) if interested in playing any sport.

#### **RECREATION**

Grenfell Campus offers a distinctive program of recreation and activities that contributes to the well-being and personal and social development of all students. Students can use the large double gymnasium on campus and can participate in a variety of recreational activities, such as intramural sports (volleyball, indoor soccer and basketball, ultimate Frisbee, badminton and fitness programs. Fitness centre memberships are also available at a facility close to campus. Further information is available on our website [www.grenfell.mun.ca/recreation](http://www.grenfell.mun.ca/recreation).

The west coast of the province offers a number of unique recreational facilities, many of which are in close proximity to the Grenfell Campus. Facilities include Marble Mountain, Gros Morne National Park, Blow Me Down Trails, and the Civic Centre.

### **Section Eight – Important Dates and Deadlines**

August 5, 2019, Monday	Registration begins for graduate students, Fall semester 2019
September 3, 2019 Tuesday	Graduate Orientation
September 4, 2019 Wednesday	Deadline for fees payment, Fall semester
September 10, 2019, Tuesday	Lectures begin, Fall semester

September 18, 2019, Wednesday	Last day for graduate students to add courses, Fall semester
September 25, 2019, Wednesday	Final date for graduate students to withdraw from programs without incurring liability for tuition fees, Fall semester
October 14, 2019, Monday	Fall semester break begins Thanksgiving Day, no lectures
October 16, 2019, Wednesday	Lectures resume Lectures will follow the Monday schedule on this day only.
October 17, 2019, Thursday	Lectures will follow the Tuesday schedule on this day only
November 11, 2019, Monday	Remembrance Day holiday, no lectures
November 25, 2019, Monday	Registration begins for graduate students, Winter semester 2020
November 29, 2019, Friday	Lectures end, Fall semester
January 6, 2020, Monday	Lectures begin, Winter semester. Deadline for fees payment, Winter semester
January 13, 2020, Monday	Final date for submission of Master's by candidates who expect to receive their degree at the Spring Convocation 2020. Theses and Reports received after this date will be processed as time and resources permit.
January 15, 2020, Wednesday	Final date for applications for Degrees and Diplomas for the Spring Convocation 2020. Applications received after this date will be processed as time and resources permit.
January 20, 2020, Monday	Deadline to add courses, Winter semester
January 27, 2020, Monday	Deadline to withdraw from programs without incurring liability for tuition fees, Winter semester
February 17 - 21, 2020 Monday to Friday	Winter semester break. No lectures



April 3, 2020 Friday	Lectures end Winter semester
April 10, 2020, Friday	Good Friday. No classes/examinations
April 13, 2020, Monday	Registration begins for Spring semester 2020, including registration for ENVP 6030 (Internship) and ENVP 6999 (Research Paper)
May 11, 2020, Monday	Lectures begin, Spring semester. Deadline for fees payment, Spring semester
May 14, 2020, Thursday	Annual Spring Convocation, Corner Brook
May 25, 2020, Monday	Last day to add courses, Spring semester
May 26 - 29, 2020 Tuesday to Friday	Annual Spring Convocation, St. John's
June 1, 2020, Monday	Deadline to withdraw from program without incurring any liability for tuition fees, Spring semester
June 19, 2020, Friday	Final date for submission of Master's Theses for examination, by candidates who expect to receive their degree at the Fall Convocation 2020, St. John's Campus
July 15, 2020, Monday	Deadline to submit Research Paper
July 15, 2020, Monday	Final date to apply for Fall Convocation 2019. Applications received after this date will be processed as time and resources permit.

**Convocation - There will no longer be an annual Grenfell Campus Fall Convocation.**

- Grenfell students who finish their program requirements by August 2019 should apply to graduate
- Students will automatically be assigned to the fall Convocation in St. John's; however, students wishing to attend the Grenfell Convocation ceremony in May 2020 instead, must email [convocation@mun.ca](mailto:convocation@mun.ca) by October 1, 2019
- All eligible candidates will be awarded their degree and issued their graduation parchment either during the Fall 2019 Convocation ceremonies in St. John's or by mail at the permanent address as recorded in Memorial Self-Service, about one week after Fall convocation
- While all graduation parchments will be issued in the fall, students can opt to participate ceremonially in Corner Brook in May 2020.

## Section Nine – Contact Information

### *Grenfell Campus*

Bursar's Office	AS279 637-6286
Campus Enforcement and Patrol (CEP)	AS201 637-6210
Computing Help Desk	AS373 639-2049 <a href="mailto:helpdesk@grenfell.mun.ca">helpdesk@grenfell.mun.ca</a> or <a href="mailto:its@grenfell.mun.ca">its@grenfell.mun.ca</a>
English as a Second Language (ESL) Melissa Halford	AS238 639-4720 <a href="mailto:mhalford@grenfell.mun.ca">mhalford@grenfell.mun.ca</a>
Ferriss Hodgett Library	LC208 637-6236
International Student Services: Patrick Arsenault	AS271 639-6525 <a href="mailto:international@grenfell.mun.ca">international@grenfell.mun.ca</a> <a href="mailto:parsenault@grenfell.mun.ca">parsenault@grenfell.mun.ca</a>
Learning Centre	AS234 637-6268
Student Housing: Jennifer Mitchell	RES221 637-6266 <a href="mailto:grenfellhousing@grenfell.mun.ca">grenfellhousing@grenfell.mun.ca</a>

***St. John's Campus***

Cashier's Office	Phone: 709-864-8226 709-864-8228 709-864-8229 <a href="mailto:cashiers@mun.ca">cashiers@mun.ca</a>
Graduate Students' Union (GSU)	Phone: 709-864-4395 Fax: 709-864-3395 <a href="mailto:gsu@gsunmun.ca">gsu@gsunmun.ca</a>
School of Graduate Studies (SGS)	Phone: 709-864-2445 Fax: 709-864-4702 <a href="mailto:sgs@mun.ca">sgs@mun.ca</a>
Teaching Assistants' Union of Memorial University of Newfoundland (TAUMUN)	Phone: 709-864-6164 <a href="mailto:info@taumun.ca">info@taumun.ca</a>

**Section Ten – Common Forms for Students**

- 1) International Student Employment Contract
- 2) Graduate Assistantship Contract
- 3) Direct Deposit Form – Student
- 4) GA Hours Reporting Form
- 5) Annex A: Host Supervisor Evaluation Form - Internship
- 6) Annex B: Student Evaluation Form

## INTERNATIONAL STUDENT EMPLOYMENT CONTRACT

**GRENFELL**  
CAMPUS



Environmental Policy Institute

\* Shaded areas are mandatory fields

TO BE COMPLETED BY THE STUDENT				
FOREIGN STUDENT PERSONAL INFORMATION				
<b>Title</b> Ms.   Mrs.   Mr.		<b>Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/>		<b>Date of Birth</b> (D/M/Y)
<b>Surname:</b>			<b>Given Name:</b>	
<b>Apt #</b>	<b>Street Address</b>	<b>City</b>	<b>Province/Territory</b>	<b>Postal Code</b>
<b>Study Permit Document Number</b> F _____		<b>Date Signed</b> _____ (D/M/Y)		<b>Valid Until Date</b> _____ (D/M/Y)
TO BE COMPLETED BY THE EMPLOYER				
ON-CAMPUS DEPARTMENT OR ON-CAMPUS BUSINESS HIRING THE STUDENT				
<b>Name of on-campus Department or Name of Business Hiring the Student</b>		<b>Employer's Name</b> _____		
<b>Civic address where the work will be performed</b>		<b>Employer's Signature</b> _____		
<b>Employer's Telephone # (      )</b>		<b>Employer's Fax # (      )</b>		
<b>Employee's Position Title</b>		<b>Employee's Start Date</b> _____ (D/M/Y)	<b>Employee's End Date</b> _____ (D/M/Y)	
I have accepted this job offer.				
<b>Signature of Foreign Student</b> _____			<b>Date (D/M/Y)</b> _____	

**GRENFELL**  
CAMPUS



Environmental Policy Institute

## Employment Contract for Graduate Assistantship

TO BE COMPLETED BY THE STUDENT			
Surname		Given Names	
Street Address	City	Province	Postal Code
Email Address		Student Number	
TO BE COMPLETED BY THE EMPLOYER			
Name of Department		Employer/Supervisor	
Address		Telephone Number	
		Fax Number	
Position Title		Start Date (D/M/Y)	
Hours of Work (Maximum of 56 hours/semester)	Rate of Pay \$22.22/hour	End Date (D/M/Y)	
Responsibilities of Employee			
Employee's Signature		Date (D/M/Y)	
Employer's Signature		Date (D/M/Y)	



## APPLICATION FOR DIRECT DEPOSIT OF PAYROLL/PENSION

**PLEASE COMPLETE SHADED AREAS**

TRAN 023

[illegible]



Position: \_\_\_\_\_

Student Employed: \_\_\_\_\_

Week Ending: \_\_\_\_\_

Date	Hours Worked	Duty Descriptions

Total Hours: \_\_\_\_\_

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

### Host Supervisor's Evaluation of Student Resident

**Student Name:**

**Host Organization/Agency:**

**Host Supervisor Name and Title:**

**Purpose:** The intent of this evaluation form is to provide the student intern with positive feedback on skill areas of strength, as well as, skill areas requiring further development.

**Instructions:** The completed evaluation form should be provided by the host supervisor to the student intern at the conclusion of the internship. The student intern and the host supervisor are expected to complete, discuss, and sign the evaluation form, indicating their concurrence with or rejection of the evaluation findings. Successful completion of the internship demands a grade of PASS, that is, an achievement of "has met requirement" on a majority of the items.

**1) The student intern understands the structure/policies/function of the organization or agency in which the internship occurs:**

\_\_\_\_\_ Has exceeded requirement

\_\_\_\_\_ Has met requirement

\_\_\_\_\_ Has not met requirement

Comments:

**2) The student intern understands the social, political, and economic context in which the organization or agency exists and functions:**

\_\_\_\_\_ Has exceeded requirement

\_\_\_\_\_ Has met requirement

\_\_\_\_\_ Has not met requirement

Comments:



**3) The student intern participates as an effective team member:**

\_\_\_\_\_ Has exceeded requirement

\_\_\_\_\_ Has met requirement

\_\_\_\_\_ Has not met requirement

Comments:

**4) The student intern makes constructive suggestions:**

\_\_\_\_\_ Has exceeded requirement

\_\_\_\_\_ Has met requirement

\_\_\_\_\_ Has not met requirement

Comments:

**5) The student intern accepts constructive criticism:**

\_\_\_\_\_ Has exceeded requirement

\_\_\_\_\_ Has met requirement

\_\_\_\_\_ Has not met requirement

Comments:

**6) The student intern demonstrates initiatives in exploring subject areas related to assigned tasks.**

\_\_\_\_\_ Has exceeded requirement

\_\_\_\_\_ Has met requirement

\_\_\_\_\_ Has not met requirement

Comments:

**7) The student intern completes assigned work and expected duties by appropriate deadlines:**

\_\_\_\_\_ Has exceeded requirement

\_\_\_\_\_ Has met requirement

\_\_\_\_\_ Has not met requirement

Comments:

**8) The student intern demonstrates effective verbal and written communication skills:**

\_\_\_\_\_ Has exceeded requirement

\_\_\_\_\_ Has met requirement

\_\_\_\_\_ Has not met requirement

Comments:

**9) The student intern demonstrates relevant knowledge of public policy making processes:**

\_\_\_\_\_ Has exceeded requirement

\_\_\_\_\_ Has met requirement

\_\_\_\_\_ Has not met requirement

Comments:

**10) The student intern is punctual and dresses appropriately for the internship:**

\_\_\_\_\_ Has exceeded requirement

\_\_\_\_\_ Has met requirement

\_\_\_\_\_ Has not met requirement

Comments:

**NARRATIVE SECTION:**

**The strongest points of this student's performance during the internship were:**

**Based on the internship performance, the student could improve in the following areas:**

**I recommend that**

\_\_\_\_\_ be granted a  
\_\_\_\_\_ (Pass/Fail) grade for their internship course.

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

Signature: \_\_\_\_\_  
(Host Supervisor)

Signature of the student resident indicates that this evaluation has been read by the student and discussed with the student.

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

Signature: \_\_\_\_\_  
(Student Intern)

**Annex B****Student's Evaluation of Internship**

**Student Name:**

**Host Organization/Agency:**

**Host Supervisor Name and Title:**

**Purpose:** The intent of this evaluation form is to provide the student with an opportunity to evaluate their learning experience in their internship placement.

**Instructions:** The student intern is expected to complete and sign the evaluation form, indicating whether the information can be shared with future students

- 1) What was the nature of your position and the main policy activities and projects which you performed/completed during your internship?**
  
  
  
  
  
  
  
  
  
  
- 2) What learning experiences in your internship contributed most to your learning?**
  
  
  
  
  
  
  
  
  
  
- 3) (a) What competencies do you feel are necessary to perform well in this internship placement?**
  
  
  
  
  
  
  
  
  
  
- (b) At the beginning of your internship, did you feel you possessed the necessary competencies to perform well?**