Veteran Service Provider Internship

Prospective Intern Guide
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Description of Project

The Veteran Service Provider Internship, supported by the Centre for International and Defence Policy and the Queen’s University International Affairs Association seeks to establish a mutually beneficial program between veteran service providers across Canada and Queen’s University. This internship has been funded as a way to strengthen the research skills of students, while supporting the essential services and programs provided to Canadian military veterans by service providers. These internships will play a vital role in both the professional development of Queen’s University students as well as supporting the important mandate of veteran service providers across Canada.

Objectives

The objectives of these internships are two-fold and seek to benefit both veteran service providers as well as Queen’s University students’ professional and research experience.

For Service Providers

- Build lasting connections between Queen’s University and veteran service providers.
- Offer research assistance to veteran service providers to benefit the organization’s mission and goals.
- Increase deliverables with a summer intern from Queen’s, free of cost.
- Participate to the training of the next generation of professionals in veteran services.

For Queen’s University Students

- Familiarize Queen’s students with veteran service providers across Canada, building expertise and awareness in the process.
- Gain essential skills and experience to further students’ understanding of the military and/or veterans’ affairs. Skills include (but are not limited to): research, writing, editing, administration, communication.

Location

Internship locations vary depending on organization. Please see the CIDP website for a full list of job descriptions and internship locations. Interns are encouraged to apply to a specific internship position, which can be specified on the application form. It is imperative that intern applicants are aware of the location of the position to which they are applying. The Centre for International and Defence Policy does not cover travel costs for the internship.
Description of Application Process

Students (hereafter referred to as “intern”) will complete the Application Form and submit the requested documentation to the Centre for International and Defence Policy. The Application Form will require students to stipulate what organization and position they are applying to and why they believe they are a strong candidate based on the organization’s objectives.

Email completed application forms and CVs to Meaghan Shoemaker, Internship Coordinator, by February 28, 2017 to 9mls7@queensu.ca. Applicants will be contacted on or before March 5th if they are chosen for an interview.

Requirements

Applicants will only be eligible to apply if they meet the follow criteria:

- Currently enrolled in an undergraduate program at Queen’s University in Political Studies or a related field (i.e. Sociology)
- A Cumulative GPA of B+ or higher
- Demonstrated writing skills
- Ability to submit contact details for two referees from employers or professors that can attest to their work ethic

Description of Duties and Payment

The intern will work full time (up to 35 hours a week) from May 1 2017 - July 24 2017. Funding for interns will be provided directly by the Centre for International and Defence Policy in the form of a stipend at a rate of $1,200.00 for the twelve-week duration of the internship program.

Activities for interns may include (but are not limited to):

- Grant applications
- Administrative work
- General research
- Writing
- Assisting with current projects

Interns will be asked to provide a half-page briefing note to the Centre for International and Defence Policy every two weeks outlining current duties and tasks performed over the course of those two weeks. Interns will be asked to briefly highlight what they are learning and what projects they are tasked with to allow for the development of an Outcome Report that will be produced demonstrating the deliverables of the internship project for students and veteran providers.
Seeking Assistance
The intern is encouraged to ask for help or feedback whenever needed. Follow-up meetings with supervisors from veteran service organizations are encouraged on a biweekly basis for updates and discussion and as a time to provide feedback and address any concerns that may arise. In addition, supervisors and interns will meet halfway through the internship to revisit the work plan and adjust it as necessary.

Completion of the Internship
At the end of the internship, the supervisor and intern will have an exit interview to wrap up work and discuss how things went over work duration. The supervisor will then be asked to submit a brief report to the Center for International and Defence Policy outlining key deliverables that were attained throughout the duration of the internship and professional insights into the development skills of the intern. In addition, the supervisor will be asked to provide feedback on the internship program as a whole, to allow for changes to be made if need be for future projects. Interns will also be asked to provide a briefing on the skills developed throughout the duration of the internship. These reports submitted by supervisor and intern will be compiled into an Outcome Report that will highlight deliverables of the internship project for students and veteran providers.

Internship Withdrawals
In the event interns choose to withdraw from the position, three weeks notice must be provided to both the Centre for International and Defence Policy at Queen’s University and the intern supervisor. In the event an intern wishes to withdraw, both intern and supervisor will be required to submit reports to the Centre for International and Defence Policy outlining the circumstances leading to the withdrawal from the internship program.
VETERAN SERVICE PROVIDER INTERNSHIP APPLICATION FORM [2017]

**DEADLINE: February 28, 2017**

<table>
<thead>
<tr>
<th>Personal – Contact Information</th>
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<tbody>
<tr>
<td>Family Name:</td>
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<tr>
<td>First/Given Name:</td>
</tr>
<tr>
<td>Email:</td>
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<tr>
<td>(must be a valid queensu.ca email)</td>
</tr>
<tr>
<td>Daytime number</td>
</tr>
<tr>
<td>Evening number</td>
</tr>
<tr>
<td>Full Address:</td>
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Are you legally eligible to work in Canada?    Yes    No

<table>
<thead>
<tr>
<th>Education Information</th>
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<tbody>
<tr>
<td>What degree program at Queen’s University are you currently enrolled in?</td>
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<tr>
<td>What Year?</td>
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<tr>
<td>Cumulative Grade Average (%):</td>
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Languages Spoken:                          |
Languages Written:                         |
Name: 

What internship position are you applying for?

Organization: 
Position: 

What are your objectives in participating in an internship with this Veteran Service Provider? *(space below will expand as you type)*

What are your preferred areas of work? *(space below will expand as you type)*

What relevant experience do you have in relation to the job posting you are applying to? *(space below will expand as you type)*

Application Deadline is: February 28, 2017

Send completed application packages to:

Meaghan Shoemaker
Internship Coordinator
Email: 9mls7@queensu.ca
Fax: 613.533.6885

*(YOU WILL BE CONTACTED ONLY IF CIDP WISHES TO PURSUE THIS APPLICATION)*
Contact Information

Please direct inquiries to:

Meaghan Shoemaker

Internship Coordinator
Centre for International and Defence Policy
Queen’s University
Kingston, Ontario
Email 9mls7@queensu.ca.
Phone: (613) 533 2381