



Students for Development program Application Guidelines for Summer and Fall 2010 Internships

1.0 OVERVIEW

The 2010 Students for Development (SFD) program supports senior-level university students (third and fourth-year undergraduates through to PhD students) to participate in internships for a minimum of three months in developing countries.

The objectives of the 2010 program are:

- to contribute to students' learning and understanding of international development and provide students with work experience that complements their field of study and career goals;
- increase collaboration between Canadian universities and developing country partner organizations to address the CIDA themes of increasing food security, securing the future of children and youth, and stimulating sustainable economic growth; and
- better inform and engage the Canadian public of Canada's contribution to international development efforts.

AUCC is responsible for the overall administration and monitoring of the SFD program on behalf of CIDA, while AUCC member institutions are responsible for designing and implementing the SFD internships with developing country partners.

These guidelines for summer and fall 2010 internships have been modified from last year to reflect the new program parameters. The most significant changes are that:

- internships must be aligned with one or more of CIDA's three new priority themes, namely food security, children and youth, and sustainable economic growth;
- the program's geographic scope has been narrowed to 26 countries; and
- funding for students has been reduced to \$6,500 for a three month internship (though additional funds are available for longer internships).

It is anticipated that 175 internships will be approved for funding through the program's 2010 summer and fall rounds.

2.0 INTERNSHIP REQUIREMENTS

Summer and fall 2010 internship applications must meet the following requirements:

- *CIDA priorities:* Internships must contribute to [CIDA's mandate](#) (poverty reduction); be aligned with CIDA's programming priorities in the internship country; and address at least one of the following three CIDA priority themes:
 - Increasing Food Security
 - Sustainable agricultural development
 - Food assistance and nutrition
 - Research and innovation
 - Securing the Future of Children and Youth
 - Child survival, including maternal health



- Access to quality education, particularly for girls
- Safety and security of children and youth
- o Stimulating Sustainable Economic Growth

Also, equality between women and men and environmental sustainability are CIDA cross-cutting themes that must be addressed by all internships. Refer to the Annex to these guidelines for details on the above mentioned CIDA priorities.

- *Geographic focus:* Internships may take place in any of the following 26 eligible countries: Bangladesh, Barbados, Bolivia, Brazil, China, Cuba, Dominican Republic, Ethiopia, Ghana, Guyana, Honduras, India, Kenya, Malawi, Mali, Peru, Philippines, Rwanda, Senegal, Sierra Leone, South Africa, Tanzania, Uganda, Ukraine, Vietnam and Zambia.

Note however, that internships will not be approved in regions with DFAIT travel advisories recommending to avoid all travel or non-essential travel.

- *Developing country partners:* Developing country partners may include national or local governments, civil society organizations, universities and colleges. Interns may also be permitted to work with the private sector if the internship is well justified and contributes to CIDA priorities.
- *Students:* The program is open to third and fourth-year undergraduate level students, as well as masters and PhD students enrolled full-time at a Canadian university. Only Canadian citizens and permanent residents are eligible to take part in these internships. Students can participate in the SFD program only once during their studies. The student who will implement the internship must be identified via an internal selection process (it is advised that the developing country partner organization also be involved in the selection process). Universities' criteria for selecting students must include the extent to which the internship complements the student's field of study and advances the student's career prospects.
- *Academic credit:* Internships must be for academic credit.
- *Universities:* Applications must be submitted by AUCC member institutions through their International Liaison Officer (ILO). Applications must identify the student mentor(s) who will advise the intern as needed with respect to working with the partner abroad and the priority theme(s) addressed by the internship (food security, children and youth or sustainable economic growth).
- *Internship work plan:* The internship must respond to the needs of the developing country partner. The internship objectives, activities and expected results must be developed jointly by the Canadian university and the developing country partner organization.
- *Duration of internship:* Interns must spend a minimum of three (3) consecutive months overseas working with the local partner organization. It is expected that the interns work for the partner organization at least seven hours a day, five days a week. Internships of longer than three months are encouraged.
- *Funding per internship:* Students who participate in a three month internship will be eligible to receive up to \$6,500 to help cover some of their travel and daily living costs. Students will be eligible to receive up to \$1,000 per additional month they spend working with the partner organization, for up to three extra months totaling a maximum of \$9,500. There will be a pro-rated deduction for any time less than a full month.
- *University funding:* Universities are eligible to receive up to \$1,600 for the administration of the internship (they may choose to share part of this amount with the developing country partner organization). They are also eligible to receive up to \$500 per intern for direct costs related to the

organization of public engagement activities on campus. The university must ensure an in-kind or cash contribution amounting to 25 percent of the total CIDA internship contribution. For example, a \$2,150 in-kind/cash contribution if the total CIDA contribution is \$8,600 (including \$6,500 for the student intern, \$1,600 for university administration and \$500 for public engagement).

- *Number of interns per university:* Each university will be able to submit applications for up to seven (7) interns for 2010. Each university is guaranteed two (2) internships. The number of other internships that will be granted to any one university will depend on the quality of the university's applications and the number of applications received by AUCC.
- *Other:* To ensure better results for all parties and a more strategic approach to the implementation of the SFD program, AUCC strongly encourages universities to:
 - align or attach internships to existing international development projects;
 - sequence multiple internships with the same developing country partner, ideally as part of a comprehensive capacity building strategy; and/or
 - send more than one intern at a time to a developing country partner organization.

3.0 THE APPLICATION PROCESS

3.1 Signatures

- Universities must complete an SFD 2010 application form for each internship position.
- By signing the application form, the university agrees to work with the student and the developing country partner to respect the program requirements and to undertake the internship activities outlined in the application form.
- By signing the application form, the developing country partner organization agrees to work with the student and to undertake the internship activities outlined in the application. Given the short time frame for the submission of summer Round 1 applications, universities that are not able to obtain the developing country partner's signature for the April 26, 2010 deadline will be permitted to submit the signed form retroactively by May 10, 2010.
- By signing the application form, the student agrees to respect the program requirements and to undertake the activities outlined in the application form.

3.2 Application deadlines

- The completed application form must be sent to the attention of Chalanne Matheson by e-mail at cmatheson@aucc.ca or by fax to (613) 563-9745 by the appropriate deadline (see below). Note that AUCC's maximum capacity for e-mails and attachments is 4MB. For larger files you may want to send files via www.transferbigfiles.com

Deadlines	Results announced
Summer Round 1: The deadline for submitting proposals for the first summer round of internships will be 5:00 pm (EST), Monday, April 26, 2010.	May 7, 2010
Summer/Fall Round 2: The deadline for submitting proposals for the second round of summer internships and for fall internships will be 5:00pm (EST), Monday, May 10, 2010.	May 21, 2010
Fall Round 3: The final deadline for submitting proposals for the fall round of internships will be 5:00pm (EST), Monday, June 7, 2010.	June 25, 2010



- Universities must inform AUCC of the number of applications they intend to submit for the Round 2 and 3 deadlines by 5:00 pm (EST) Monday, April 26 by having their ILO send a message to cmatheson@aucc.ca

4.0 INTERNSHIP ALLOCATION AND VETTING PROCESS

Universities may submit applications for up to seven (7) internships. Universities are required to establish an internal selection process to select the student(s) who will participate in the internship program.

The AUCC-led selection committee will consider internship applications from any one university in the order they are submitted to AUCC. If the university prefers that a fall application submitted to Round 3 be given priority over a summer internship for example, the university must advise AUCC.

4.1 Allocation of internships

- Each of AUCC's 95 member institutions has a base allocation of two (2) internships for the 2010 summer and fall internship program. These internships are the so-called "main" internships, whether they are planned for the summer or the fall.
- In addition to the "main internships," universities have the opportunity to put forward up to five (5) additional applications for summer and fall internships.
- By the end of the day on April 26, 2010, any university that has not sent a message to cmatheson@aucc.ca informing AUCC of the number of applications they will be submitting for the Round 2 and 3 deadlines is presumed to be uninterested in participating in these rounds of the program and will see its allocated internships added to the pool of unused placements.

4.2 Vetting process

- The details of each university's proposed internship (see application form) will be vetted by a selection committee organized and managed by AUCC which will ensure that it adheres to the program guidelines. Please note that the parameters of the application form (i.e. the maximum number of words) must be respected in order for the application to be considered. Only the application form will be sent to members of the selection committee.
- Should the selection committee judge that a proposal needs to be reworked in order to be approved, the university will be given a set number of days to make the required modifications.
- In the event that a university's application to the summer internships is refused by the selection committee, the university will be permitted to submit a revised or new application to the fall round of internship placements.

5.0 PRE-DEPARTURE REQUIREMENTS

5.1 Travel safety

- If a Department of Foreign Affairs and International Trade (DFAIT) travel advisory is in place restricting travel at the time of deployment, internships in that region/country will be postponed or cancelled.



5.2 Pre-departure training

- The university must provide the student with an appropriate pre-departure orientation specifically tailored to the overseas context and the level of risk related to a placement in the particular country (and region within the country). This orientation must include cross-cultural issues, gender issues, local context and related issues, health considerations, safety and risk management, as well as emergency preparedness.
- The Centre for Intercultural Learning (CIL) is a federal government resource that can assist in the preparation of the students' pre-departure orientation. This orientation is free of charge for students with approved internships under this program.

5.3 Document to submit to AUCC prior to departure

- At least two (2) weeks prior to departure, AUCC must receive the student's completed *Pre-departure form*. Once approved, AUCC will send the student an advance of 90% of the grant via their ILO's office. The remaining 10% will be issued upon receipt of the student's questionnaire and financial report.

6.0 DURING THE INTERNSHIP

- Travel and stay in the country of the internship will be subject to recommendations found in the [travel reports](#) prepared by the Consular Services at DFAIT. At any moment, CIDA has the right to require that a student on an internship return to Canada because of security or safety concerns.
- Universities must assist students should CIDA request evacuation from the developing country.
- Universities must alert AUCC of any major problem related to the internship (e.g. security issues, student is coming back to Canada before the end of the internship, major health issues, etc.).
- Universities must be available to their students and developing country partners to discuss the internship's progress.

7.0 POST-INTERNSHIP RESPONSIBILITIES

7.1 Debriefing and public engagement activity

- *Debriefing:* The university must meet with the returning student to organize a public engagement activity, as well as to coordinate the completion of the questionnaire and the financial report (see below).
- *Public engagement activity:* The university must work with the student to organize a public engagement activity in Canada in order to share the internship lessons learned.

7.2 Questionnaire

- Upon completion of the internship, the student, the developing country partner and the university must complete a questionnaire (included in the *SFD Handbook for Interns*). This questionnaire pertains to the results achieved and key lessons learned during the internship.
- Summer interns who return to Canada by September 15, 2010 must submit their questionnaire to AUCC no later than **November 22, 2010**. For fall interns, questionnaires must be submitted no later than **February 22, 2011**.



- The university must assist AUCC in obtaining completed questionnaires from students and their partner organizations.

7.3 Financial reporting by the student

- Interns who return to Canada by September 15, 2010 must submit their financial report to AUCC no later than **November 22, 2010**. For fall interns, financial reports must be submitted no later than **February 22, 2011**. The financial reporting form is provided in the SFD *Handbook for Interns*.
- Upon receipt and approval by AUCC of the student's financial report containing sufficient supporting documentation to justify how the CIDA contribution was spent, **and the student's questionnaire**, AUCC will send the student the balance of the amount owing.
- Should the student's financial report show that the eligible expenses amount to less than the advance provided to the student, the student will have a maximum of 30 days to reimburse AUCC for the balance owing. AUCC will work with the university to liaise with the student should there be any balance owing to AUCC.
- Should the student fail to complete the internship (some exceptions apply), he/she will have to reimburse AUCC.
- The university must assist AUCC in obtaining financial reports from students.

7.4 Financial reporting by the university

- Universities are required to provide AUCC with a financial report detailing how the maximum of \$1,600 for administrative costs and \$500 for direct public engagement expenses were spent. Universities are also required to report on their in-kind contributions. The report for summer interns needs to be submitted to AUCC **by November 22, 2010** and for fall interns by **February 22, 2011**. AUCC will provide universities with a financial report template when the internships are approved.
- A cheque amounting to a maximum of \$1,600 per internship towards administrative costs and \$500 for public engagement expenses will be sent to the university upon receipt and approval of the university's financial report, the completed internship questionnaire, as well as the student's financial report.

For questions, please contact

Claire Millington, Manager, International Initiatives and Exchanges
Phone: (613) 563-3961, ext. 303
E-mail: sfd@ucc.ca

Please send the completed application form to the attention of Chianne Matheson by e-mail at cmatheson@ucc.ca or by fax at (613) 563-9745. Larger files (over 4MB) should be sent via www.transferbigfiles.com AUCC will acknowledge receipt of all applications.