Selkirk College

Procedures

Student Internship Procedure: Administration of Applied Research and Innovation

1. Faculty advisors (or their designate) will connect regularly with Applied Research and Innovation (ARI) Interns to provide discipline-specific guidance, supervision and mentorship support, and on the job training.

2. As supervisors, faculty will strive to:
   - Clearly set out expectations
   - Ensure Intern time tracking and reporting compliance
   - Provide guidance
   - Provide timely feedback
   - Be accessible
   - Help Interns to understand policies, regulations, and best practices
   - Promote academic integrity
   - Provide a supportive and inclusive environment
   - Avoid conflict of interest

3. As mentors, faculty will strive to:
   - Enable and support development of knowledge and skills related to Intern field of studies as opportunities present
   - Provide Interns with the opportunity to hone their collaborative skills
   - Give Interns the tools necessary to deal confidently with intellectual challenges
   - Allow Interns to become contributing members of a wider community of scholars

4. Interns, in consultation with their advisor, will fulfill the following requirements to earn their Certificate of Completion:
   - Minimum 400 hours of time-tracked Selkirk Innovates work experience for full internship or 60-80 hours for micro-internship;
   - Learning Plan
   - Regular attendance and participation at meetings and learning events
   - Mid-Point Learning Reflection
   - Final Report (or other agreed upon deliverable) & Learning Reflection
   - Social Media Post
   - Complete evaluation surveys post-, and 6 months following internship

5. All Intern employment opportunities will be posted on the Selkirk College website, and attempts to encourage marginalized populations to apply will be prioritized.

6. Regular learning, networking, and knowledge dissemination opportunities will be provided.

7. In an effort to foster a climate of inclusion, innovation, and interdisciplinary research, faculty advisors and Interns are encouraged to use software tools to enable virtual collaboration and/or spend time working together on campus.

8. Project budgets will reflect approximately15-45 hours of Faculty supervisory and mentorship time for each internship as informed by project complexity, partner expectations, and student ability.