INTERNSHIP PROGRAM

Background on the Council of Canadian Academies

The Council of Canadian Academies is an independent, not-for-profit corporation that began operations in 2005 (www.scienceadvice.ca). The Council supports evidence-based, expert assessments to inform public policy development in Canada. Assessments are conducted by independent, multidisciplinary panels of experts from across Canada and abroad. The Council’s blue-ribbon panels serve free of charge and many are Fellows of the Council’s Member Academies: the Royal Society of Canada; the Canadian Academy of Engineering; and the Canadian Academy of Health Sciences.

The Council’s vision is to be Canada’s trusted voice for science in the public interest. The Council’s work encompasses a broad definition of science, incorporating the natural, social and health sciences as well as engineering and the humanities.

Upon completion, assessments provide government decision-makers, academia and stakeholders with high-quality information required to develop evidence-based public policy.

About the Council of Canadian Academies Internship Program

The Council of Canadian Academies Internship Program is intended for graduate students at all levels, as well as post-doctoral fellows. The objective of the program is to provide interns with an opportunity to gain experience relevant to the field of science and technology policy (with the term “science” encompassing any knowledge-generating discipline, including the natural, social and health sciences, engineering, and the humanities). The internship program exposes interns to the interface of the scientific enterprise and society. This will help interns to decide if they have the passion for the work involved, and will introduce them to a network of contacts beyond academia that will serve them well into the future.

Interns engage directly in the Council’s assessment process—from panel-meeting organization to research and writing, document production, and Board approval processes. Each intern is assigned a program director (senior staff member who manages the conduct of an assessment) for the duration of the internship to ensure that the intern’s time is focused on substantive projects and activities. Sample program-related responsibilities may include:

- Undertaking research associated with one or more assessment(s);
- Assisting the program director in interactions with panel members; or
- Assisting the program director in aspects of the production of a high-quality report.

To ensure that interns are provided with opportunities to meet the program’s key objectives,
they are required to participate in a monthly series of meetings that introduce them to key institutions and individuals at the science and policy interface. While their responsibilities related to Council assessments are their primary focus, interns are also encouraged to seek out activities related to science policy outside the Council.

Additionally, interns are responsible for organizing an internal monthly discussion series for Council staff that focuses on S&T policy topics for which there is significant controversy and/or public interest.

**Eligibility**

Applications for internships are invited from graduate students (at all levels) through post-doctoral fellows in any physical, natural, biological or social science field or any field of engineering, medicine/health, as well as business, law, education, and other graduate and professional programs.

Individuals who have completed graduate studies or postdoctoral research within the last three years are also eligible to apply.

**Timeframe**

The fellowship program is a full-time commitment and is six months in duration, with a winter and a summer session beginning every January and July, respectively. All interns carry out their placement at the Council’s offices in Ottawa.

**Application Process**

**How to apply:** The deadline for receipt of all materials (application and at least two references) is October 31st for the winter session and April 30th for the summer session. Applications and letters of reference should be addressed to Mr. Kori St. Cyr and sent to internship@scienceadvice.ca.

A complete application includes the following:

- A cover letter clearly indicating your interest in applying to the Council of Canadian Academies Graduate Internship Program.
- An up-to-date CV including:
  - Current educational status
  - All degrees received or expected to be received beginning with your bachelor (or equivalent) and including all postdoctoral scholar positions
  - List of current and past professional employment following the receipt of your bachelor’s degree and a brief statement for each of relevance to the proposed internship
  - Description of relevant volunteer experience
• A writing sample of **500 words or less** which responds to the following four questions:
  o Why are you interested in an internship with the Council of Canadian Academies?
  o What are your long-term career goals, and how will this experience contribute to meeting those goals?
  o What can you contribute to the work of the Council of Canadian Academies? How would you execute that plan?
  o What else would you like us to know about you?
• A minimum of two letters of references (additional references, up to five in total, are welcome). Referees should address the following:
  o Relationship to the candidate
  o Candidate attributes: interpersonal relations, judgment, dependability, quality of work, ability to learn
  o Overall evaluation relative to peers (top 5 per cent, top 25 per cent, etc.)
  o Candidate’s strongest assets
  o Areas to strive for improvement
  o Communications skills (oral and written)
  o Linguistic capacity (French and English) where relevant

Note: Reference letters should be sent independently of the rest of the application by the referees, and must be received by the application deadline.

**Selection Process**

Interns are selected by senior staff at the Council. When examining an application, they look for someone whose combination of education, work experience, and interests match the current needs of the Council. Short-listed candidates will be interviewed.

**Stipend**

The internship stipend is intended to offset living expenses for the period of the internship. The stipend for a six-month term is $17,625.

**Contact**

If you have any additional questions about the program, please contact us at internship@scienceadvice.ca.