



INTRO

We invite five interested CSL community non-profit organizations to participate in the summer internship component of our Pathways Program. CSL has partnered with CSL donors (Edmonton Community Foundation) to better sustain the paid, summer time, not-for-profit internship into the future. We are inviting you to consider a co-investment with us in the future of a CSL-experienced undergraduate student.

BACKGROUND

The Pathways Program enables UAlberta CSL students to experience and reflect on a rich and varied set of experiences within community organizations.

Through Pathways, students participate in multiple 'communities of practice' inside and outside community organization(s). Students will move through: initial experiences in community-engaged learning in courses; in-depth experiences in governance and community-based projects with not-for-profit boards; to a paid summer internship. Students will gain experience in the following roles in various not-for-profit community organizations: volunteer, board intern and employee. All Pathways experiences include critical reflection and analysis, adding value to not-for-profit organizations across direct service delivery, advocacy, governance and communications.

After being accepted by CSL into Pathways, students will have access to internship postings as provided by the Community Organization. The Community Organization will receive applications and interview students.

PURPOSE

To provide CSL students an experience of professional work within the not-for-profit sector.

FUNDING

Community organizations will receive a wage subsidy from the CSL program to offset 50% of the cost to hire a summer student for a 14-week internship (May-August).

50% of the student wage will be paid by the CSL program = up to a maximum \$4,900.00

50% will be paid for by the Community Organization = up to a maximum \$4,900.00

(\$20.00/hour x 35 hours x 14 weeks) Duration 14 weeks between May and August.

Organizations will invoice CSL twice throughout the summer to receive their wage subsidy: once in mid-June & and once in mid-August

*(note that the University's financial services take time to submit payment and organizations should plan accordingly)

The work term is 14 weeks maximum between May 1st and August 31st. Start date to be mutually agreed upon between the student and the organization.

BENEFITS

- A great opportunity to hire knowledgeable and energetic students who have hands-on experience in the non-profit sector
- Introduce future graduates to your organizational mission and build for the future
- Play an essential role in the professional development of a student as they transition to the world of work in the non-profit sector and/or as engaged citizens

RESUME, INTERVIEWS, CANDIDATE SELECTION

Five selected CSL students will submit their resume to your organization by April. Each organization will review, shortlist, interview and select one of the five CSL students. Once selected, the organization will inform CSL of their choice.

WORK ACTIVITIES

The Community Organization will develop a work plan, orient the student and oversee their work. The major activities and/or areas of work will be determined by the organization in advance of the placement, and shared with CSL (Jill Flaman) and the student.

DURING WORK TERM

- Learning objectives: During the first few weeks of employment, your student intern will be required to set learning objectives for their work term. We encourage you to work together to establish mutually agreeable and challenging goals.
- Site visits and evaluation: About 1 month into a work term, the CSL Pathways Assistant will schedule a site visit with you and the student in order to discuss the student's learning, progress, performance, and experience thus far. Our goal is to make sure the work term is a mutually beneficial experience for your student and you.

ENDING WORK TERM

Throughout the term your student will be required to submit several e-Class assignments, which are designed to help students reflect on their learning and develop their professional network. Although they are not required to do so, students may elect to discuss and share some of these materials and activities with their on-site supervisor/mentor.

A few weeks before the work term ends, we will ask both employers and students to complete and discuss an end of term evaluation.

EXPRESSION OF INTEREST

Community organizations who are interested in participating in the Pathways Program are required to submit an expression of interest letter outlining why your organization is interested in hosting a summer intern.

Please include:

- Your organization Mission, Vision, Mandate statements
- Your previous experience with the CSL program
- A draft work plan of the student intern job responsibilities
- What a summer intern may bring to your organization and what they may learn
- Contact information

Expression of interest letters must be submitted to the CSL program by **MARCH 1**.

CONTACT/QUESTIONS

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