

# **Learning Opportunities – Internship – Instructions**

#### -Instructions -

### **Application Intake Date**

Requests for CCI Internships can be submitted during two application cycles:

• November 1 – December 15

• February 1 – March 15

## **Application Requirements**

Applications must include the following:

### **Conservation Internship**

- Completed application form
- Curriculum vitae
- Reference letters from 2 referees, mailed, faxed, or e-mailed
- 2 copies of official transcripts
- Statement of intent

# **Conservation Science Internship**

- Completed application form
- Curriculum vitae
- Reference letters from 2 referees, mailed, faxed, or e-mailed
- 2 copies of official transcripts
- Statement of intent
- If appropriate, a research project proposal
- Copies of your papers, reports, and publications, particularly those relating to conservation or to conservation-related fields

#### Acceptance and Notification

Applications will be reviewed by a committee of CCI staff members. Applicants will be notified of CCI's ability to accommodate their request within 8 weeks of the established cut-off date for the application cycle.

#### Funding

CCI provides no financial support for interns. However, for accepted applicants, we will notify funding agencies, if the name(s) and complete address(es) of the agencies or person(s) to be notified are included with the application.

We also offer a limited number of paid post graduate internships for Canadian citizens. Applications can be submitted once a year during October. Hiring takes place through the Post Secondary Recruitment campaign.

#### **Submissions**

Applications can be submitted electronically or mailed or faxed to:

Learning and Development Officer Canadian Conservation Institute 1030 Innes Road Ottawa ON K1A 0M5

Fax: 613-998-4721

E-mail: cci-icc\_edu@pch.gc.ca

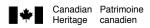






# **Learning Opportunities** – **Internship** – Information

	Ms.          □ Mr. □ Dr.          Province/State:				
	Country:				
	Postal/Zip code:				
	Telephone: Fax:				
	E-mail:				
City:	E-man:				
Preferred language for con	rrespondence: English French				
-Information					
Internship details					
Areas of specialization (select as many as appropri	iate):				
Conservation	Conservation Science				
☐ Works on paper	☐ Analytical				
☐ Objects	☐ Conservation research				
☐ Archaeology	☐ Photodocumentation				
☐ Fine arts					
☐ Textiles	Other				
☐ Furniture and decorative arts	☐ Library				
Duration of internship: ☐ 6-16 weeks	□ 17-26 weeks □ 27-52 weeks				
Preferred start date:					
Most Recent Education					
Institution:	Program:				
Address:	9				
Duration of program:	Completion date:				
Major area(s) of study:					
☐ I am currently enrolled in this program.					
Previous Studies					
If you have more than one, please attach an additi-	onal sheet with this information.				
Institution:					
IIIOGOGGOTI	Diploma/degree:				





# **Learning Opportunities** – **Internship** – Information (cont.)

Research and Pr Describe major p	ojects projects that are pertinent to	o the reques	sted area of s	pecialization	indicated or	n the previo	ıs page.
Work Experience	e						
If you have more	e than three, please attach	an addition	al sheet with	this informa	tion.		
Employer/organ	ization/other:						
•	untry):						
Dates:	Dates:			ation/other:			
Employer/organ	ization/other:						
Location (city, co	untry):						
Dates:			Title/occupation/other:				
Employer/organ	ization/other:						
	untry):						
			Title/occupation/other:				
Language Cama							
Language Capac							
English:  None	<b>Read</b> ○ Working ○ Fluent	○None	Write  \( \text{Working} \)	○Fluent	○None	Speak	○Fluent
French:	Read		Write			Speak	
○None	○ Working ○ Fluent	○ None	OWorking	○Fluent	○None	○Working	○Fluent
Other (please sp	ecify):						
○None	<b>Read</b> ○ Working ○ Fluent	○ None	<b>Write</b> ○ Working	○Fluent	○ None	<b>Speak</b> OWorking	○Fluent
Orvone	O Working O Fidelit	O None	O WOLKING	Truein	Onone	O WOIKING	Oriuent
research/projects	umentation application must include a s, and research project pro l transcripts, etc. can be ma	posals (for o	conservation		_	1	ts,
	must also include reference Learning and Developmen		om two refere	ees. Your refe	rees can ma	il or fax thei	r letters