



Arts Work Experience Internship Terms of Reference for Community Internships

Background and Terminology

The Community Engagement and Research Centre (CERC) in the Faculty of Arts offers the Arts Work Experience Internship (AWEI) program, which matches undergraduate students with an organizational partner to complete a one-semester internship. Students receive course credit by working up to 8 hours per week on activities co-developed with the partner organization. Arts internships are designed to offer a mutually beneficial experience for both the student and the partner/host organization.

Two types of internships are available:

- (1) internships with nonprofit or community-based organizations outside the University of Regina (i.e., “Community Internships”).
- (2) internships with research laboratories or research groups inside the Faculty of Arts (i.e., “Research Internships”).

This document contains Terms of Reference for the **Community Internships** component of AWEI.

In the following document, “supervisor” refers to the internship supervisor. This person will typically be a staff person or leader at the host organization; however, it may also cover other personnel at the host organization who will work with the intern.

By applying to host an Arts intern, host organizations agree to the following terms.



Terms of Reference

Applications and Intern Selection:

- The CERC Community Coordinator oversees the program to ensure the best “match” between students and host organizations. Matches are determined based on students’ interests and skills, and the available pool of internship opportunities.
- All matched students will be pre-screened for eligibility. If a host organization requires a student with particular skills or certifications (e.g., training to work with a vulnerable group), please indicate this on the application form. The CERC Community Coordinator will be in touch about your organization’s specific needs. However, we cannot guarantee that your intern will have the necessary skills; some training may be required.

Internship Tasks:

- The most fulfilling internships will enhance a variety of skills aligned with the intern’s career goals. Host organizations are asked to meaningfully engage the intern in a range of diverse skill-building activities.
- Please feel free to determine a work plan that will be beneficial for your organization. However, we kindly request that manual, repetitive tasks constitute only a small portion of the intern’s work plan.

Supervision of Interns:

- Supervisors are requested to meet with interns regularly to discuss their progress and address any questions or concerns.
- Wherever possible, supervisors are encouraged to include interns in team meetings and activities to create a cohort/shared learning experience for the intern.

Reporting:

- Supervisors are required to submit an end-of-semester evaluation to CERC to assess the intern’s performance. Supervisors may not apply for another intern until an overdue evaluation is submitted.
- Student interns are also required to submit a reflective essay about their internship experience; this essay will be administered and reviewed by CERC staff and is not the responsibility of the host organization or supervisor.

Thank you for hosting an Arts Work Experience Intern! Your mentorship is valued and appreciated.