



Arts Work Experience Internship Terms of Reference for Research 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 **Research Internships** component of AWEI.

In the following document, “supervisor” refers to the internship supervisor. This person will typically be a professor at the University of Regina who leads the host laboratory or research group; however, it may also cover other personnel like laboratory co-directors or graduate students who will be helping to supervise the intern.

By applying to host an Arts intern, researchers and research teams 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. Supervisors will be matched with an eligible intern by the CERC Community Coordinator. 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. Supervisors are asked **not** to develop their own criteria or conduct their own selection process. Supervisors are **not** permitted to interview or otherwise vet potential candidates.
 - Exceptions to this rule will only be made in very specific circumstances—e.g., specific training needed to work with vulnerable groups.
 - Preferences for specific skills (e.g., statistical training or specialized software) can be indicated on the application form, but supervisors are not guaranteed an intern with these skills. Supervisors are expected to provide appropriate training for the tasks expected of the intern.

Internship Tasks:

- Interns are not research assistants. Internships should be designed to enhance a variety of skills aligned with the intern’s career goals, and to meaningfully engage the intern in a range of research activities. The workplan should support both the learning goals of the student and the needs of the supervisor/research group, prioritizing the intern where necessary.
- Accordingly, internship workplans consisting of a singular, manual task that does not meaningfully enhance students’ skills (e.g., interview transcription; cleaning datasets) will not be accepted by CERC. Such manual or repetitive tasks should constitute no more than 25% of the internship hours.

Supervision of Interns:

- Supervisors are requested to meet with interns regularly (e.g., every two weeks) 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.