



For INTERNS

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*HANDOUT for all Intern applicants,
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INTRODUCTION

CanStage thanks you for being an Intern with us. We want to make it a rewarding time. Following are your rights and some responsibilities as an Intern.

DEFINITIONS and RESPONSIBILITIES

INTERN DEFINITION

An Intern is a volunteer who may work up to a maximum of 40 hours per week at CanStage. An Intern registered with a formal academic internship programme is called an Academic Intern. An Academic Intern term in any one particular position should last no longer than one year. An Intern not affiliated with a school is called a Community Intern. A Community Intern term in any one particular position should last no longer than four months.

The Intern may or may not receive an honorarium for their services, which is entirely at the discretion of the Manager of the particular Department requesting the Intern.

CANSTAGE RESPONSIBILITIES to INTERNS

- A Memo of Agreement signed by the Intern and CanStage
- Intern is considered as staff in terms of meetings and access, (you will be invited to confidential meetings so that you understand more about the work of various departments within the organization).
- CanStage ensures that the Intern has work and access to information and internal email
- Access to a workspace when Intern is here, as well as parking privileges.
- Formal supervision and a brief supervisory meeting at least once a week with feedback from the Intern's direct supervisor.
- Intern will have access to the following, organized through the Coordinator of Volunteer Resources:
 - a) Information interviews with staff
 - b) Goals chart for direct supervisor and Volunteer Coordinator to assist the intern in achieving specific goals by end of term,
 - c) Internal job postings to continue to be posted to Intern term ends
 - d) Formal progress report meetings at least twice during the Intern term with the Coordinator of Volunteer Resources. There is a formal Progress Report completed by the intern, a confidential meeting, and report is then forwarded to the direct supervisor.
 - e) Access to meetings whenever possible