

Hosting a Career Development Intern

Land & Food Systems Career Development Internship Workplace Info Sheet

What is a Career Development Internship?

The goal of the UBC Faculty of Land and Food Systems Career Development Internship program is to prepare students both professionally and academically for future careers through mentored experience in the workplace. Students learn to apply the theory they have engaged with in courses through day-to-day food system-related work activities and through reflections and course assignments that support their practical learning.

Why host an Intern in your workplace?

It's rewarding

For you and for them! Students signing up for LFS Career Development Internships are bright and focused. More importantly, they are highly motivated to get their hands dirty and contribute to the success of your organization. Supervising interns can take up staff time and resources, but what you get in return—the creativity of new perspectives and the injection of energy—can be worth it.

It's personalized

You choose the student according to your needs and specificities. Do you have projects on the backburner that require a special set of skills or an extra set of hands? You can incorporate these requirements in the application form. Then you can interview your top choices and connect with potential candidates. There is also flexibility as to how many hours and for how many months you work with the intern.

It's structured

The unpaid, for-credit, internship model ensures you are providing a legitimate and fair learning opportunity for the student while also benefitting your organization. The student works and trains at your organization or company, and will receive academic credit from the University of British Columbia.

How it works

1. Determine if your organization is eligible

To be eligible to host an intern, your organization must have been operational for at least one year. Once you have determined your organization is eligible, make sure your internship opportunity idea meets the following requirements:

- The student will be provided with an on-site workspace supervisor;
- The student will receive an orientation session, including safety procedures, from your workplace;
- The workplace supervisor will complete a mid-way and final feedback form to communicate student progress and learning.

2. Complete a Career Development Internship posting

This form will help you describe the project and related tasks that you would like the intern to complete, as well as the timing of the internship and desired intern qualifications. Internship start months are aligned with the start of each academic semester, that is May, September, and January. There is flexibility as to how many hours and for how long you can host an intern. Here are the options:

- 3 months at 9 hours per week
- 3 months at 18 hours per week
- 6 months at 9 hours per week

Submit the posting to ubcfarm.academic@ubc.ca at least two months (the earlier the better) prior to the planned start of the internship. Our team will be in touch to finalize the posting.

3. Interview candidates, select, go!

You interview your top candidates and make a selection. You can then finalize responsibilities with the selected student and complete the internship registration form, which is then signed and sent to the course instructor for final approval. Following these steps, the internship can start and your organization's role will be to:

- Support the student in understanding and completing their work placement duties and learning objectives. While the basic internship description will be worked out in the posting, work placement supervisors will provide ongoing feedback on work placement scope, clarify and/or adjust expectations when necessary, and offer feedback and moments of reflection to students in navigating a dynamic work environment.
- Support students in their development of employability skills and work ethic, including providing constructive feedback through the internship.
- Although it is the responsibility of the course instructor to assign a final grade, it is your responsibility to inform the course instructor about any concerns or highlights. A mid-way point and end of the semester evaluation rubric is provided to facilitate feedback.