



Learning Opportunities – Internship – Instructions

Instructions

Application Cycle

Applications may be submitted at any time throughout the year, and receipt will be acknowledged within 3 weeks. However, CCI will evaluate the applications only twice each year, beginning **May 15** and **November 15**. Applications received after these cut-off dates will be held until the next evaluation period.

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

Personal Information

Miss Mrs. Ms. Mr. Dr.

First Name: _____ Province/State: _____

Last Name: _____ Country: _____

Citizenship(s): _____ Postal/Zip code: _____

Address: _____ Telephone: _____

_____ Fax: _____

City: _____ E-mail: _____

Preferred language for correspondence: English

Information

Internship details

Areas of specialization (select as many as appropriate):

Conservation

- Works on paper
- Objects
- Archaeology
- Fine arts
- Textiles
- Furniture and decorative arts

Conservation Science

- Analytical
- Conservation research
- Photodocumentation

Other

- Library

Duration of internship: 6-16 weeks 17-26 weeks 27-52 weeks

Preferred start date: _____

Most Recent Education

Institution: _____ Program: _____

Address: _____ Degree/diploma/certificate: _____

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 additional sheet with this information.

Institution: _____ Date completed: _____

Location (city, country): _____ Diploma/degree: _____



Learning Opportunities – Internship – Information (cont.)

Information (cont.)

Research and Projects

Describe major projects that are pertinent to the requested area of specialization indicated on the previous page.

Work Experience

If you have more than three, please attach an additional sheet with this information.

Employer/organization/other: _____

Location (city, country): _____

Dates: _____ Title/occupation/other: _____

Employer/organization/other: _____

Location (city, country): _____

Dates: _____ Title/occupation/other: _____

Employer/organization/other: _____

Location (city, country): _____

Dates: _____ Title/occupation/other: _____

Language Capacity

English:

Read

None Working Fluent

Write

None Working Fluent

Speak

None Working Fluent

French:

Read

None Working Fluent

Write

None Working Fluent

Speak

None Working Fluent

Other (please specify): _____

Read

None Working Fluent

Write

None Working Fluent

Speak

None Working Fluent

Supporting Documentation

Your internship application must include a curriculum vitae, statement of intent, description of past research/projects, and research project proposals (for conservation science internships). These documents, including official transcripts, etc. can be mailed to CCI.

Your application must also include reference letters from two referees. Your referees can mail or fax their letters directly to CCI's Learning and Development Officer.

You may attach supporting documents or images. However, please note that these cannot be returned.