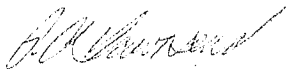




PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

BRIEFING FORM

SUBMITTED TO: Environment and Sustainability Committee

DIRECTOR'S APPROVAL: 

DATE OF MEETING: January 6, 2010

SUBJECT: Student Intern: Municipal Solar Policy Opportunities

ORIGIN

This report originates from Staff

RECOMMENDATION/ DECISION REQUIRED

(NONE REQUIRED IN THIS CASE, INFORMATION ONLY)

BACKGROUND

HRM Staff often are approached by local university students for intern opportunities (free work).

SEMO was approached by Scott Penton (resume attached) looking to do a project related to our work on the Community Solar initiative. A body of work that staff had planned to undertake was a review of municipal policy opportunities related to renewable energy, and more specifically solar.

Having a student spend approximately 80 hours initiating this research, will be of value to both SEMO staff and this Committee in support of future policy opportunity discussions.

The student's end deliverable to HRM will be an Information Report to this Committee.

ALTERNATIVES AND ASSOCIATED RISKS

There is no risk. The work is volunteer for experience and may be of value to HRM. It will not be expected to be the completion of policy work around solar opportunities, but will provide a body of work to start with.

IMPACT/BENEFITS

This will enable, potentially, more policy opportunities for deliberation by the Environment and Sustainability Committee. Also, it may provide those opportunities in a more timely manner.

COMMUNICATION ISSUES/OPPORTUNITIES

None

ATTACHMENTS

- Resume for Intern
- Outline of Course Requirement

KEY STAFF CONTACT: Richard MacLellan, Manager, SEMO, 490-6056

Resume Redacted

Resume Redacted

School of Planning

Bachelor of Community Design program

Course outline: **Plan 4100 Community Design Internship**

DRAFT: Winter 2011

Instructor: Jill Grant

Office hours: xx, or by appointment

Description:

Students locate a company or organization involved in some element of community design or planning and volunteer for eight hours a week in the office. An internship in a relevant workplace allows students to reflect on the knowledge they can bring to practice. Students will keep a work journal, prepare an internship report, and make a brief presentation on the placement at the end of term. Students will meet with the course coordinator for scheduled seminars.

Meeting schedule: Monday 2:30-4:00 HB3A

We will meet periodically through the term for progress reports. Attendance in the seminar meetings is **mandatory** because it will ensure that students have the opportunity for professional development and familiarity with planning ethics. [Those who miss two sessions will be given make up research assignments for a term paper to cover ethics and professionalism. Those who miss three or more of the scheduled meetings will fail the course.]

This is the suggested schedule. We can arrange other meetings if students wish to add other professional development components to the curriculum.

- January - orientation to internship: job preparedness; professional ethics
- January - professional presentation and communication skills
- January - progress reports, early reflections; professional practice
- February - job search: resumes, cover letters, interviewing skills
- March - progress reports, later reflections, writing workshop
- March x, y - presentations, discussion of paper and evaluations

Final reflections paper due: 10 April
All forms and evaluations are due by 10 April

Pointers:

Remember that in working in a design or planning office that you are representing yourself and your potential but also the School, the University, and potentially your employer (if you meet with clients or customers during the day). This requires that you pay careful attention to how you present yourself. You should assume a professional demeanour in how you dress and behave in the office. This need not mean wearing a suit, but it does require wearing casual business attire (that is, no shirts hanging out, no torn clothing, caution with jeans, etc) unless the employer indicates that something else is more appropriate (e.g., rubber boots for a bog site visit).

School of Planning

Bachelor of Community Design program

GUIDELINES FOR COMMUNITY DESIGN INTERNSHIP

PLAN 4100 Community Design Internship (3 credit hours)

A student who wishes to register for the Community Design Internship is responsible for contacting sponsoring agencies to arrange a placement. [Please note that some potential sponsors, like Terrain Group, request that you go through the School so that they can interview any potential candidates at the same time.] Make your contacts early in the term **before** the placement occurs in order to ensure that both the student and the sponsoring agency understand the nature of the expectations of the internship, and have reached agreement on the work to be undertaken.

Objectives:

- To give a student a meaningful opportunity to gain experience in a community design or planning office, firm or organization in a supervised learning context under a professional mentor
- To give a student an opportunity to reflect on practice and to present lessons learned at the end of the term

Requirements:

- Before the term commences, the student will submit to the Internship Supervisor an internship proposal signed by the sponsoring firm or organization indicating the types of duties to be performed and the hours the student will work. The form will identify the employee agreeing to act as the Professional Mentor to supervise the student at work.
- The School's Internship Supervisor will review the proposal and approve it if it meets the program requirements.
- The student will arrange regular working hours with the office, firm or organization: normally each week for 10 weeks during the winter semester. The student will normally work not more than eight (8) hours per week for the internship (except during reading week), or 80 hours in total over the semester (in times as mutually agreed between the student and the mentor).
- The Internship Supervisor will meet with students periodically to receive progress reports and to facilitate each student's learning process.
- The student will maintain an internship project journal during the semester.
- The student will prepare a paper reflecting on the lessons learned during the internship, and submit it by week 13 of the semester.
- The student will present the internship project to fellow students and faculty at the end of term.
- At the end of the term, the Professional Mentor will complete an evaluation of the student's learning and provide it to the student and to the Internship Supervisor. The student will complete a self-evaluation, and submit it to the Internship Supervisor.
- The Internship Supervisor will assign the student a grade for the internship. Grades issued will be Pass, Fail, or INC.

Pre-requisites: Honours program final year; proposal

Duties of Professional Mentor:

The Professional Mentor will supervise the student and assign work as appropriate to help the student practice or develop skills in a way that helps the organization achieve its mission while helping the student learn about and contribute to professional practice.

In the early days of the student's work, activities might involve activities such as "job shadowing" the Professional Mentor. After the Mentor assesses the student's abilities and interests, the Mentor may clarify the expectations for the student. Where appropriate, the Mentor may assign the student a project or projects to work on throughout the internship term.

While the School of Planning does not require sponsoring organizations to pay students for the internship, nothing precludes a sponsoring organization from paying the students for their work or offering

an honorarium.

While students normally work 8 hours per week over 10 weeks, some organizations may prefer to arrange with the student to work 8 hours per week during the early part of term and then to work several days straight over the reading week break in February.

Examples of sponsoring agencies for internships:

Ecology Action Centre, Clean Nova Scotia Foundation, Friends of the Public Gardens, Halifax Regional Municipality, Heritage Trust of Nova Scotia / Federation of Nova Scotia Heritage, Environment Canada, community environmental groups, watershed associations, recreation groups, planning consultants, design firms, development companies, district business development organizations

Some recent sponsors: Terrain Group, NS Community Services (Housing), Evergreen Foundation, Environova Planning Group, NS Environment and Labour, United Gulf Developments, CBCL consultants, Caohim Consulting, Fisheries and Oceans Canada, Cities and Environment Unit, Halifax Regional Municipality, Ekistics, Scotia Windfarms, Griffiths-Muecke Associates, Fares Real Estate, Clean Nova Scotia Foundation, King's County Planning, Town of Wolfville Planning, Halifax Port Authority

School of Planning

Proposal for Community Design Internship

PLAN 4100

Student: _____ **Term:** _____

Telephone: _____ E-mail: _____

Sponsoring agency: _____

Responsible supervisor/ Professional Mentor: _____

Telephone : _____ Fax: _____

E-mail: _____

Types of duties to be performed:

Job title for intern (if applicable): _____

Schedule of volunteer work: (Please note that students normally work 8 hours per week for 10 weeks on an internship. No payment is required, but payment is permitted)

Expected outcomes of internship:

Please **sign here** to signify that you have read the internship guidelines and that you have agreed to the terms and expectations associated with the Planning Internship.

Student: _____ **Professional Mentor:** _____

Date:

Date:

For School Use:

Is internship approved? Yes [] No []

Internship Supervisor's signature: _____



Term: _____

Internship evaluation report by Professional Mentor/Supervisor

Student Intern: _____

Organization: _____

Project title: _____

Professional Mentor: _____

Phone: _____

Fax: _____

E-mail: _____

Project overview:

1. What work did the intern accomplish?
2. Which project objectives were met?
3. What opportunities did the intern have to develop or test skills?
4. Were you generally satisfied with the outcomes of the internship? Explain.

Evaluation:

5. What were the strengths and weaknesses of the intern's contribution?
6. How did the intern respond to direction or supervision?

7. We evaluate the internship on a "pass or fail" basis. What grade would you recommend for this intern, and why?

8. Would you consider accepting another intern in future?

9. Do you have any suggestions as to how we may improve the internship program?

Additional comments:

Thank you very much for accepting an intern, and for completing this evaluation.

Please mail or fax the form to the **BCD Internship Supervisor, Jill Grant**, at the address below no later than **[April 9, 2010]**.

*School of Planning
Dalhousie University
Box 1000, Halifax, NS B3J 2X4
Jill.grant@dal.ca*

*FAX- 902-423-6672
PHONE 902-494-3260*

Student self-evaluation on Internship Plan 4100

Student Intern: _____

Organization: _____

Project title: _____

Professional Mentor: _____

Project overview:

1. What work did you accomplish during the internship?
2. Which project objectives did you meet?
3. What opportunities did you have to develop or test skills?
4. Were you generally satisfied with the outcomes of the internship? Explain.

Evaluation:

5. What were the strengths and weaknesses of the organization you worked with?

6. Did you receive appropriate direction or supervision? Explain.

7. The internship is graded as "pass/fail". What grade would you recommend for your work in the internship, and why?

8. What were the key benefits of the internship experience for you?

9. What suggestions do you have as to how we may improve the internship program?

Additional comments:

Thank you for completing this evaluation.

Please return the form to the **BCD Internship Supervisor, Jill Grant**, no later than **April 9**.

School of Planning
Dalhousie University
Box 1000, Halifax, NS
B3J 2X4

FAX- 902-423-6672