



The Sister Loretta Gaffney, RHSJ Internship Program Application Guidelines 2017

The purpose of the CAG internship program is to provide onsite work experience to a student in one of our member's institutions. The internship is available to an institution that hires a student who intends to pursue a career in archives or a related field.

1. All applications must be received by 4 pm (PST) on 1 May 2017, by the chair of the Adjudication Committee, Carey Pallister. Application can be submitted by e-mail to cpallister@ssabc.ca
2. Up to \$3000 will be dispersed to the institution selected to receive the funding.
3. An Adjudication Committee of two CAG members will review the applications. Once adjudication is complete, the committee will notify the Executive. Upon receiving approval from the executive, the Adjudication Committee will notify the applicant for funding for of an intern.
4. The successful applicant will provide to the CAG Executive a report of the internship experience when the program has been completed.
5. The student who received the internship will submit an article for the CAG newsletter.
6. The CAG treasurer will reimburse the archives at the completion of the internship.
7. Applicants are eligible for only one grant per year. Successful grant recipients may not apply for grants in the year following their successful application but may reapply for grants after that point.

Applications must include the following:

1. Cover Letter

Provide a brief description of your archives and the purpose of the project. Please include a title for the project.

2. Project Description

Tell us about the nature of your project, i.e., work that will be undertaken, how it will be accomplished and the resources needed for the project.

3. Outcome of the Project

Please include expected outcomes for the project.

4. Learning Objective for the Student

How will a student benefit from working on this project?

5. Supervision and Mentoring

How will the student be mentored or supervised?

6. Job Posting

How or where will the job be posted?

7. Allotment of Funding

Please provide a brief description of how many weeks your internship program will run and how much money the student will make per hour. Please note that funding is to be used for the hiring of a student. All necessary supplies and equipment needed to complete projects will have to be covered by the institution seeking internship funds.