2014 STUDENT INTERNSHIP OPPORTUNITY FOR SUNY PLATTSBURGH STUDENTS
at
The Eastern Townships Resource Centre (ETRC), Bishop’s University
Lennoxville, Québec

GENERAL INFORMATION

The Center for the Study of Canada and Institute on Québec Studies at the State University of New York College at Plattsburgh, in partnership with the Eastern Townships Resource Centre (ETRC) at Bishop’s University, are pleased to announce an opportunity for SUNY Plattsburgh students to undertake a full-time paid summer internship at the ETRC.

The ETRC is a non-profit organization (www.etrc.ca) headquartered at Bishop’s University. Its mission is to further multidisciplinary research into the history and culture of the Eastern Townships region of Québec, and to preserve the archival heritage of the English-speaking community. Bishop’s University (www.ubishops.ca), founded in 1843, is one of Canada’s leading undergraduate universities. A research intensive institution, Bishop’s has an enrollment of 2,475 full-time students, and is located in the bilingual community of Lennoxville, a suburb of Sherbrooke, the 5th largest city in the province of Québec.
FOCUS OF THE INTERNSHIP

The internship can range from 6 to 10 weeks in duration. The selected intern can start the internship effective May 19 and finish the program no later than July 25, 2014.

The ETRC Executive Director, in consultation with the Chair and members of the ETRC Board, will establish the scope and focus of the internship. The potential range of duties include work on the ETRC Newsletter, administrative support for the ETRC journal, Journal of Eastern Townships Studies, assistance with planning for ETRC colloquia and the annual Robin Burns lecture, and assisting the head of the ETRC Archives Department with processing, cataloging and preserving archival collections as well as updating archival holdings and facilitating research requests. On-site supervision and direction of the internship will be the responsibility of the ETRC President/Chair of the Board of Director’s in cooperation with the ETRC Archivist.

In support of the internship program, the Center for the Study of Canada and the Institute on Québec Studies will provide the selected intern with financial support. A stipend, ranging in value from $1,500 to $2,500 USD, will be provided to interns. The precise amount of the stipend will be based on the length (i.e., the total number of weeks) of the internship, and will be paid directly to the intern in two equal installments - at the commencement and upon satisfactory completion of the internship. Bishop’s University will provide, on a complimentary basis, suitable university residence lodging in a private room and parking arrangements for the selected intern.

The intern is responsible for travel and transportation costs, such as but not limited to airfare, train fare, automobile usage, passport fees, health insurance coverage, and meals.

The intern can undertake a Québec or Canadian content course for academic credit while at Bishop’s. Upon completion of the course, the final grade can be transferred and applied as three academic credits toward undergraduate degree requirements at SUNY Plattsburgh. SUNY Plattsburgh students who choose to undertake study at Bishop’s University must first complete a SUNY Plattsburgh “Permission for Off-Campus Study” form. Interns who officially enroll in an undergraduate course are responsible for paying the prevailing tuition and fees directly to Bishop’s University. For interns choosing to enroll in a Québec or Canadian content course at the institution, Bishop’s will assess all tuition and fees at the prevailing in-province, Québec rates.

Alternatively, interns may instead opt, with the consent of the relevant professor, to audit a Québec or Canadian content course at Bishop’s. No academic credit will be awarded and no tuition or fees will be assessed for audited courses.

ELIGIBILITY REQUIREMENTS

All SUNY Plattsburgh students who have completed a minimum of one year of post-secondary, full-time studies are eligible for this internship program. Priority will be given to students currently taking Québec or Canadian content courses or formally enrolled in the Québec Studies Minor or Canadian Studies Major or Minor. SUNY Plattsburgh students who have previously served as an intern in this program and/or recently fulfilled their undergraduate degree requirements are also eligible.
Applicants are expected to have excellent communication skills in English. While not a formal requirement for the internship, applicants with demonstrated proficiency or fluency in French will find these skills to be a valuable asset while residing in Québec.

APPLICATION PROCEDURES

Applicants must submit the following materials to the Director, Center for the Study of Canada/Institute on Québec Studies:

- A completed application form (attached)
- A brief statement of why the applicant is interested in pursuing this internship opportunity, and how it relates to both their academic studies at SUNY Plattsburgh and future career goals
- One letter of recommendation from a SUNY Plattsburgh professor
- A one-page resume, highlighting any relevant office/professional work experience
- A current transcript

APPLICATION DEADLINE

Wednesday, May 7, 2014 at 4:00 p.m.
STUDENT INTERNSHIP OPPORTUNITY FOR SUNY PLATTSBURGH STUDENTS at The Eastern Townships Resource Centre (ETRC), Bishop’s University Lennoxville, Québec

APPLICATION FORM

Name: ____________________________

Permanent address, phone, e-mail: ______________________________________________________

Campus address, phone, e-mail: ______________________________________________________
Academic Standing:  
Freshman __________
Sophomore __________
Junior ____________
Senior ____________
Graduated (Provide Date) _________________________

GPA: _____________

Declared Major (s): _______________________________________________________________

Declared Minor (s): _______________________________________________________________

Preferred Start Date of Internship _________________________________________________

Preferred End Date of Internship _________________________________________________