



About the CCA Internship Program

The CCA Internship Program is intended for recent graduates with graduate or professional degrees, and post-doctoral fellows, who have an interest in science policy. The program provides an opportunity for two successful applicants to work at the interface of science and public policy while developing a network of contacts beyond academia that will serve them well into the future.

Interns engage directly in the CCA's assessment process, and gain experience interacting with experts at panel meetings, carrying out research and writing in support of an assessment, and helping to bring reports through production. Assigned projects will be in one of the many subject areas of CCA's current assessments, including health, energy, environment and climate change, science and technology policy, and economics.

In addition to their assessment work, interns are encouraged to seek out activities related to science and science policy outside of the CCA. These opportunities may include conferences, lectures, seminar series, and networking events that introduce them to key institutions and individuals at the science and policy interface.

Interns are also given responsibility for organizing an event for CCA staff that involves bringing in an external speaker who can lead a discussion on a policy topic for which there is significant evidence component and/or public interest. Each intern is also required to give a presentation to CCA staff on a topic of choice, preferably one that generates some lively discussion.

Eligibility

Applications for internships are invited from recent graduates with graduate or professional degrees (as well as post-doctoral fellows) in the natural, social or health sciences; law; engineering; or the humanities.

Individuals who have completed their studies within the last three years are also eligible to apply.

French language proficiency is considered an asset; however, day-to-day work at the CCA is conducted in English.

Timeframe

The internship program is a full-time commitment of six months. All interns carry out their placement at the CCA office in Ottawa.

Application Process

The application deadline is April 5, 2019. The start date is June 1. Applications and letters of reference should be addressed to Joe Rowsell at internship@scienceadvice.ca.

A complete application includes the following:

- A cover letter
- An up-to-date CV including:

- Current educational status.
- All degrees received or expected to be received, beginning with your bachelor degree (or equivalent) and including all postdoctoral scholar positions.
- A list of current and past professional employment following the receipt of your bachelor's degree and a brief statement on the relevance of each to the internship.
- A description of your relevant volunteer experience and other activities.
- A writing sample of **500 words or less** which responds to the following four questions:
 - Why are you interested in an internship with the Council of Canadian Academies?
 - What are your long-term career goals, and how will this experience contribute to meeting those goals?
 - What can you contribute to the work of the Council of Canadian Academies?
 - What else would you like us to know about you?
- A minimum of two letters of references. Referees should address the following:
 - Relationship to the candidate.
 - Candidate attributes: interpersonal relations, judgment, dependability, quality of work, ability to learn.
 - Overall evaluation relative to peers (top 5 percent, top 25 percent, etc.).
 - Candidate's strongest assets.
 - Areas to strive for improvement.
 - Communications skills (oral and written).
 - Linguistic capacity (French and English) where relevant.

Note: Reference letters should be sent independently of the rest of the application, by the referees, and must be received by the application deadline.

Selection Process

Interns are selected by senior staff at the CCA. When examining an application, they look for someone whose combination of education, work experience, and interests match the current needs of the organization. Short-listed candidates will be interviewed.

Stipend

The internship stipend is intended to offset living expenses for the period of the internship. The stipend for a six-month term is \$18,000. Conference attendance will be subsidized up to \$2,000.

Contact

If you have any additional questions about the program, please contact us at internship@scienceadvice.ca.