



Faculty of Graduate Studies

# Transformative Talent Internship

Skills Internships for Graduate Students

## APPLICATION FORM

### INSTRUCTIONS

Graduate students, please complete pages 1 – 6 and signature page. Graduate Supervisor and Graduate Program Director will complete pages 7 - 8. **Submit the completed form, a copy of the internship description and offer letter, in ONE PDF to [gradintern@ucalgary.ca](mailto:gradintern@ucalgary.ca).**

Applications will be accepted until the **first of each month** for review. Please submit your application at least **one month prior** to your internship start month. Ex. If your internship starts March 17, 2020, please submit your application for Transformative Talent no later than February 1, 2020

**NOTE:** Submission of an application that appears to meet all the criteria does not guarantee acceptance into the TTI Option and/or funding. Additional information may be requested before notification of and, if eligible, payment. Internships that qualify for Mitacs funding are **not eligible** for Transformative Talent funding.

### TO BE COMPLETED BY THE GRADUATE STUDENT

#### Student Information

|  |  |
|--|--|
| Name:  |  |
| UCID:  |  |
| Citizenship:                                 |  |
| Preferred Gender Pronoun:                    |  |
| University of Calgary email:                 |  |
| Graduate Program:                            |  |
| Degree program during internship:            |  |
| <i>Date of Candidacy exam (PhD students)</i> |  |
| Student Status:                              |  |
| Start date of degree program:                |  |
| <i>Expected date to defend thesis:</i>       |  |

#### Graduate Supervisor

#### Graduate Program Director

|                 |  |                 |  |
|-----------------|--|-----------------|--|
| Name:           |  | Name:           |  |
| Department:     |  | Department:     |  |
| Office Phone:   |  | UCalgary Email: |  |
| UCalgary Email: |  |                 |  |

## Internship Position Details & Abstract

|   |  |
|---|--|
| Internship Position Title:                              |  |
| Organization:   |  |
| Organization Website:                                   |  |
| Address:  |  |
| City:   |  |
| Province:   |  |
| Country:  |  |
|   |  |
| <i>Internship Supervisor at Organization</i>            |  |
| Name:   |  |
| Position:   |  |
| Email:  |  |
| Phone:  |  |
|   |  |
| How did you find out about this internship opportunity? |  |

## Timeline, Hours & Salary

To the best of your ability, provide details on the expected timeline and work hours of this internship:

|   |  |
|---|--|
| Start Date of Internship:   |  |
| End Date of Internship:   |  |
| Expected number of hours per week:  |  |
| Expected total internship hours:<br>(hours per week * length of internship) |  |
| Please provide details on what the organization will pay (hourly)           |  |
| If this is an unpaid internship, please explain                             |  |

### Expected Weekly Schedule:

|                                  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|----------------------------------|--------|---------|-----------|----------|--------|----------|--------|
| Expected Number of hours per day |        |         |           |          |        |          |        |

## Internship Details

Internship applications may be reviewed by someone who is not familiar with your field of research. For each question below be sure to use plain language that is clear and easy to understand.

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1. Provide a description of the internship position and duties explaining how this opportunity relates to your current program of study/thesis research and any skills you have developed in your graduate training. (**Maximum 500 words**)

## Learning Outcomes & Deliverables

**INSTRUCTIONS:** Describe 3 to 5 skills that you will develop or be able to demonstrate, as well as projects you will complete during your internship. **(Maximum 100 words, point form allowed)**

**Examples:**

- *“Following my internship, I will be able to effectively evaluate and respond to the needs of multiple stakeholders through the development of COMPANY’s new marketing and communications strategy.”*
- *“Because of my exposure to COMPANY’s machine learning practices on this internship, I will gain real-world insight into the impact and application of X systems, with COMPANY, clients, and the industry as a whole”*

You may find it helpful to discuss these learning outcomes with your graduate supervisor.

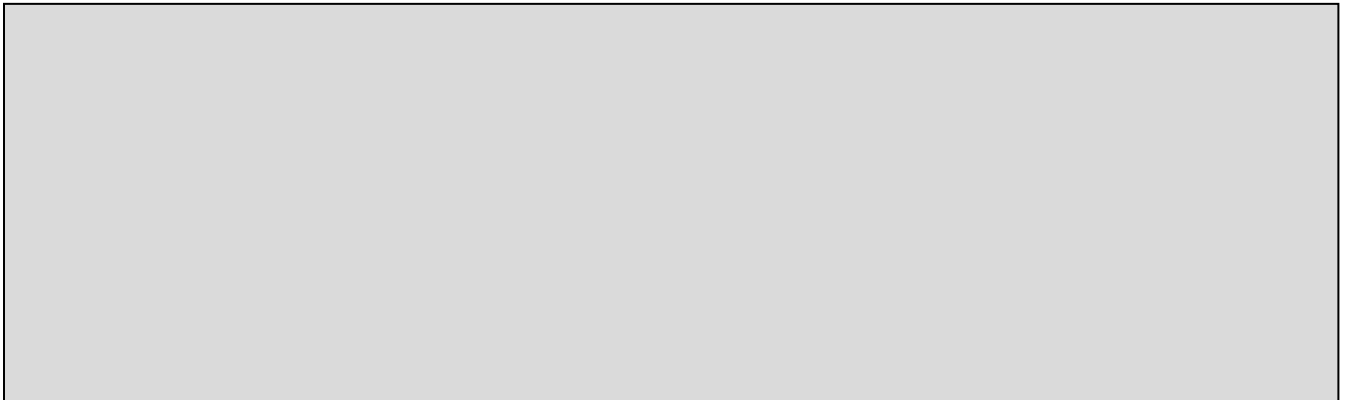
### Learning Outcome 1

### Learning Outcome 2

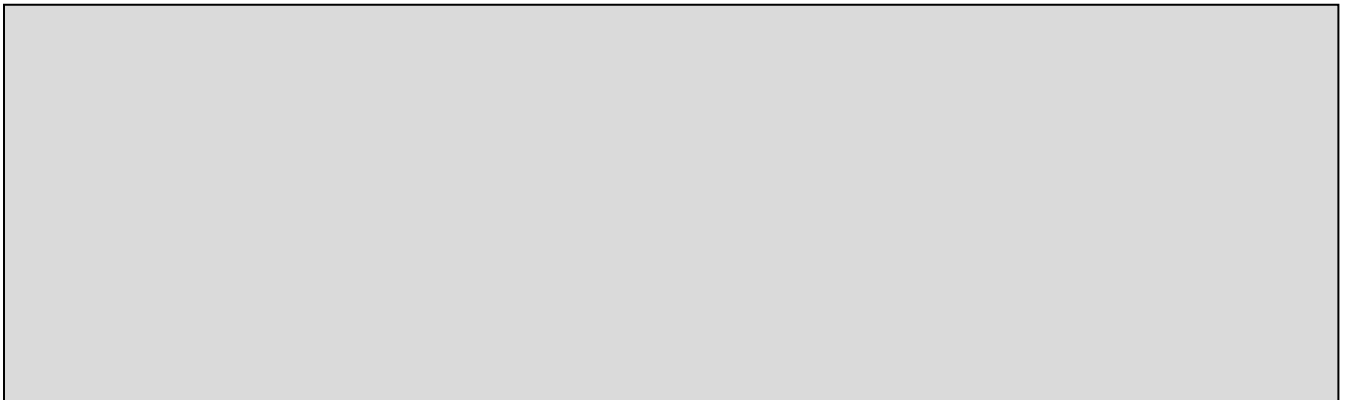
**Learning Outcome 3**

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**Learning Outcome 4**

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**Learning Outcome 5**

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## Conflict of Interest

Should any conflict of interest be declared, further information will be requested.

### Is your Graduate Supervisor or Co-Supervisor:

- An owner or a co-owner of the partner organization:  
☐ Yes ☐ No
- A relative of an owner or co-owner of the partner organization:  
☐ Yes ☐ No
- An employee of and/or a participant in the day-to-day management of the partner organization:  
☐ Yes ☐ No

### Are you (the student):

- An owner or a co-owner of the partner organization:  
☐ Yes ☐ No
- A relative of an owner or co-owner of the partner organization:  
☐ Yes ☐ No
- An employee of and/or a participant in the day-to-day management of the partner organization:  
☐ Yes ☐ No

### Other:

- Are there any other potential conflicts of interest you may be aware of?  
☐ Yes ☐ No

*If yes, please provide details:*



## TO BE COMPLETED BY THE GRADUATE SUPERVISOR AND PROGRAM

### Approval from Graduate Supervisor

Please review the application above and answer the questions below to confirm your support of the student's desire to participate in this internship opportunity.

***\*Course based students, please have your Graduate Program Director fill out this section***

1. Please explain how this experience will provide meaningful work experience to supplement the student's program of study (i.e. how will the graduate student build upon skills developed during their graduate training, and learn new skills that can contribute to a successful graduate experience or future career?)

**Comments:**

### Graduate Supervisor Signature

Your signature indicates that you have reviewed and agree with the information provided in this application and support this student's **intent** to participate in the University of Calgary's Transformative Talent Internship.

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Name

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Date

X

Graduate Supervisor Signature

## Graduate Program Director Signature

Your signature indicates that you have reviewed and agree with the information provided in this application and you are aware of this student's **intent** to participate in the University of Calgary's Transformative Talent Internship.

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Name

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Date

X

Graduate Program Director Signature

### Please Note:

- It is the discretion of the supervisor and/or graduate program to decrease any funding provided to the graduate student for the duration of the internship. Graduate students in an internship of 30 hours per week or more are **not eligible for scholarships or other non-internship funding from university sources, including supervisor's research grants**, during the period of their internship.
- By participating in an internship students may result in increased time to completion.



**Please be aware, if approved to participate in a Transformative Talent Internship you:**

- agree to remain registered as a full-time student until the end of your internship
- agree to continue to pay student fees for each term in which you are registered as an intern
- agree to register in the appropriate Internship Course (INTE) for each term in which you do an internship
  - course-based students agree to pay a 1.5 unit course fee for each term during which you participate in an internship
- understand that by participating in an internship you may increase the length of your program and possibly delay your graduation date
- understand that your current funding (from your supervisor, program, or scholarship) may be decreased for the duration of your internship

**\*\*If you are receiving scholarship funding, you must contact the Graduate Scholarship Office at [gsaward@ucalgary.ca](mailto:gsaward@ucalgary.ca) once your internship is approved.**

## Graduate Student Signature

Please ensure the information you have provided is accurate and that you have reviewed and agree to the internship rules and regulations as stated in the [graduate calendar](#). Your signature indicates you agree to these terms and conditions and that you intend to participate in the University of Calgary's Transformative Talent Internship option.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
X

Graduate Student Signature

## Additional Information

Please attach to the end of your application.

- ☐ Attach copy of offer letter
- ☐ Attach copy of the internship description.