**Internship Policies and Procedures**

**Purpose of the summer internship**

The summer internship is driven by intentional learning goals and objectives which aims to extend the student’s knowledge and understanding of individual program and classroom outcomes. It is a unique experience in which students can learn professional skills and apply theory into practice.

**Internship Agreement**

Students should sign an internship agreement with the organization they will work at. This agreement should ideally contain the following information: location; end/start date; remuneration or stipend; main tasks/projects the student will work on. The summer internship should involve substantial contributions from the student, which cannot be limited to some translation or other purely administrative tasks.

**Internship Report**

As a reminder, an internship report is a very common feature of Masters’ programs, even when the internship is not strictly mandatory. Such a report serves multiple purposes, benefiting students’ personal development from different aspects. On the one hand, it could help the student develop both verbal and written communication skills. On the other hand, it serves as an archival record of the internship experience, giving the student an opportunity to reflect on the professional aspects of the internship experience and the skills that were learned. Under such circumstances, iMEP students are required to produce a 2-4 pages internship report by the end of the summer. Such a report should 1) describe what students have done and 2) reflect on their experience, including the skills and lessons learned. If relevant students can provide reflections on how the internship contributes to their master projects or their understanding of environmental policy. Students are also expected to add their reports as well as the relevant pictures on social media like the mini-blogs about the memorable events, experience or individuals encountered during the internship, which might be used for iMEP student experience promotion.