

Note: This Report is confidential and will be released only to the BRITE Internship Co-ordinator and Program Manager. Information and quotes may be extracted for reporting purposes (e.g., to calculate summary statistics), but care would be taken not to reveal any specific details or the identity of the intern. The Executive Summary may be released for publicity purposes upon review and approval by the Internship agency.

BRITE Program Internship–Student Final Report

Student Name: _____

Internship Agency: _____

Agency Supervisor: _____

Internship Start Date: _____ **End Date:** _____

Describe time to complete internship: _____
(e.g., full time, four months; part-time eight months)

EXECUTIVE SUMMARY – Please provide us with a short summary of your internship experiences. This write-up will be used for publicity and information reporting purposes and will likely be posted on the BRITE internship website pending agency review and approval. Please write in third person and use accessible language.

- Placement Title (include Agency name and major activity)
- Summarize internship activities (approximately 150 words)
- Please provide us with a photo, either of you or the internship place/experience, to post on the website alongside your summary

PRESENTATION

As part of the requirement of an internship, students should prepare a presentation on their internship experience and present it to the Biodiversity Research Centre. Please schedule the presentation in an appropriate forum (e.g., at the UVic/SFU/UBC retreat or BLISS¹), in consultation with the BRITE Internship co-ordinator. Check with the internship agency to confirm what information may be released publicly.

¹ A Biodiversity Lunchtime Internal Seminar Series (BLISS) slot could be shared among multiple internship presenters.

NARRATIVE REPORT (2-3 pages) - The goal of the narrative report is for the student to summarize the internship experience, including activities, challenges experienced, lessons learned, and recommendations for future internships. Please use the template on the next page, filling in each section or indicating a reason if there is no activity under any of the headings.

- 1. Internship Activities** (describe major activities)

- 2. Deliverables** (list publications, reports, and presentations)

- 3. Opportunities to Interact with Decision-makers** (e.g., conferences, meetings)

- 4. Applied Research Skills Developed**

- 5. Other Professional Skills Developed**

- 6. Internship Challenges & Lessons Learned**

- 7. Recommendations for Future Internships at this Agency** (specify other potential contacts)

- 8. General Recommendations for BRITE Program Internships**