



UNIVERSITY FOR DEVELOPMENT STUDIES THIRD TRIMESTER FIELD PRACTICAL PROGRAMME DIRECTORATE

SUMMER 2018

POSITION: Intern (2 positions)

LOCATION: Ghana

DESCRIPTION OF THE HOST ORGANIZATION:

The University for Development Studies has adopted practically oriented methodologies to teaching and learning, research and outreach services as a means to fulfilling its mandate of blending “the academic world with that of the community in order to provide constructive interaction between the two for the total development of Northern Ghana in particular and the country as a whole” (*This is spelt out by PNDC law 279 Section 3*). An integral component of this approach is the Third Trimester Field Practical Programme (TTFPP).

The TTFPP is an iterative process (the work of succeeding year builds on that of preceding year in a dynamic manner) modeled on an integrated approach. This integrated approach offers students from different academic discipline the opportunity to live and work together in selected communities; an early introduction to inter-professional learning.

INTERNSHIP OBJECTIVES

- Equip students/participants with the basic tools, techniques and skills required for community studies
- Introduce students/participants to community studies through living in and working with communities
- Introduce students/participants to the need to blend traditional knowledge with scientific knowledge in their community studies.
- Assist students/participants to apply the methods and experiences acquired to collect relevant data, analyse the data and on that basis write a comprehensive community profile.

INTERN’S DUTIES & RESPONSIBILITIES:

During their stay in the communities, students/participants are expected to:

- Go through the community entry process
- Collect information and data on all aspects of the community (as shown in the student field guide/ handbook)
- Analyze information and data and write a comprehensive group report on profile, problems and potentials of the study community and present a draft copy in soft and hard versions for assessment in the field. A final type-written copy is expected in the second week of first trimester of Year Two.
- Keep notebooks, in which they make daily entries of activities undertaken, and the outcome of the activities
- Present oral results of community studies as a group and defend their individual participation.

Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.

HOST ORGANIZATION REQUIREMENTS:

- Proficiency in English language.
- Strong analytical/writing skills and attention to details.
- Ability to develop project proposals/concept notes; conduct desk research; and write research reports is an added advantage.
- Own a personal laptop to be used at assigned workspace.
- The intern's duties and punctuality

REMUNERATION: \$4,000 CAD issued through the McGill Faculty of Arts issued in April, 2018

HOW TO APPLY: Students must complete the online Arts Internship Application Form available on the AIO website www.mcgill.ca/arts-internships

Application Deadlines:

February 15, 2018.

Application dates:

21st May 2018 to 20th July 2018

ELIGIBILITY:

- Open to past Faculty of Arts Internship Awards Recipients
- Minimum CGPA of 2.7
- Student may be graduating
- Students must fulfill Faculty of Arts requirements as outlined in the Intern Handbook (found at: http://www.mcgill.ca/internships/files/internships/intern_handbook_0.pdf)

COSTS: This internship comes with a total cost of \$600 USD, which covers the application fee and housing. The funding of \$4 000CAD can be used to offset the cost of \$600 USD. This payment must be made before May 1st, 2018.

TRAVEL ARRANGEMENTS: Preparing travel arrangements to and from the internship host community is the responsibility of the intern.

Please Note:

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration.

WORKSHOPS:

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Meeting (All internships)
- Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe)
- Interns Responsibilities and Guidelines
- International Travel Pre-Departure Session (Internships outside of Canada, the U.S & Europe)
- International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
- Success in a Professional Environment (Internships in an office setting)

HEALTH AND SAFETY:

All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. http://www.voyage.gc.ca/countries_pays/menu-eng.asp

Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.

The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.

Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.

ENTRY REQUIREMENTS:

Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.

The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.

The host organization will provide all necessary documents required by the Ghanaian embassy in Canada.