To all SFU Graduate Students,

The SFU Community Trust (the Trust) is responsible for the development of UniverCity, the model sustainable community on Burnaby Mountain adjacent to the Simon Fraser University Campus.

Each summer the Trust selects two (2) internship students from a relevant SFU Graduate School. Each of these internships are typically filled between the months of May and August.

Typically it is expected that an intern will work on a relevant, agreed upon project, for a minimum of 100 hours in the two-month period. This is typically two (2) days/week for eight (8) weeks. The intern(s) can propose the days and hours/day that work for them should they wish to modify the base expectation (ie – 4 days/week at 4 hours/day).

**SFU Summer Graduate Student Intern**

This internship is open to any graduate student in the SFU Graduate schools of:

- Department of Geography
- School of Resource and Environmental Management
- Beedie School of Business (focus on land development)
- Urban Studies

The Trust is seeking a student that is strongly interested in residential and mixed-use community design and development with a focus on UniverCity’s 4 E’s – Environment, Equity, Economy, and Education. Background information on UniverCity can be found at: [www.univercity.ca](http://www.univercity.ca) and it is strongly advised that any candidate interested in an internship review all sections of the website in some detail to better the quality of their application.

It is the responsibility of the intern to propose a course of study for this internship. The Trust wishes to work with self-motivated, thoughtful students that understand the UniverCity
community and have a clear set of learning objectives that meet their educational goals. The Trust does not design the internship or scope of research, but rather relies on the student to bring their passions and interests to the project and tie them to the goals of UniverCity and their applicability to the development of UniverCity. The Trust wishes to work with self-motivated, thoughtful students that understand the UniverCity community and have a clear set of learning objectives that meet their educational goals.

**Internship Application**

After reviewing background information on UniverCity and the Trust, all interested candidates should submit:

- CV: Highlighting relevant academic, work and personal background
- Internship project title
- Project statement
- Purpose of internship research
- Goals/Objectives
- Values of research to the Trust

The student should develop a project that is suited to their graduate studies and goals as a student that would also offer learning value to the Trust. The project can be related to planning, design, environmental systems, green building, development economics, sustainable development, mixed-used development, residential marketing and sales, etc.

**Process**

1. Call for Internship Applications            March 15, 2019
2. Intern Applications Due                  April 15, 2019
3. Intern Interviews                        April 22 to April 25, 2019
4. Intern Selection                        April 26, 2019
5. Intern Placement (Flexible)              May 1 – July 1, 2019
6. Internship Completion                    August 25, 2019

**Expectations and Remuneration**

All interns will be expected to work a minimum of 100 hours on the project, with the majority of those hours at the SFU Community Trust Offices or on site at UniverCity. This is equivalent to approximately 2 days/week for the 8-week internship period. The intern can propose the days and hours/day that work for them should they wish to modify the base expectation (ie. 4 days/week at 4 hours/day).

Interns will be given an honorarium for their work that is commensurate with the quality of the work produced and an estimated value for 100 hours worth of professional work at the graduate student level.

The Trust looks forward to our internship program each summer and has had an excellent experience and track record to date. We will expect all candidates to continue to meet that
level of excellence. For more information previous intern projects including final reports, visit: http://univercity.ca/media/research.

We look forward to your interest and applications.

Any immediate questions can be sent to:

Dale Mikkelsen  
Vice President, Development  
SFU Community Trust

mikkelsen@univercity.ca

Regards,

Dale Mikkelsen  
Vice President, Development