

Sustainability Summer Internship Program FAQs



As part of the University of Toronto Sustainability Summer Internship Program, the Committee on the Environment, Climate Change and Sustainability (CECCS) will provide up to \$15,000 to non-profit community and government organizations to hire a full-time U of T student or recent graduate to make a meaningful contribution to a sustainability project or challenge. Internship term periods start as early as May and extend to early September.



Up to

\$15,000

to hire a U of T student on a full-time summer internship

March 1

Host Organization Application Deadline

April 1

Notification date for successful host organization applicants



“The internship at TCBN was an immensely valuable opportunity that provided me with practical experience, skill development, and a deeper understanding of sustainability challenges in real-world contexts. It allowed me to build a professional network and contributed significantly to my professional growth.”

Tisya Raina

2023 Toronto Community Benefit Network (TSCN) Intern



“The opportunity for TCBN to participate in this initiative was exceptional. Tisya’s support with community engagement and policy analysis activities has directly contributed to our work in advancing our organizational goals in ensuring inclusive approaches to the development of large infrastructure, energy and housing projects in Toronto.”

Kumsa Baker

2023 Toronto Community Benefit Network (TSCN) Intern Host



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TORONTO

**DEFY
GRAVITY**



1. How will the funding be disbursed?

Approved proposals will be required to sign a letter agreeing to the respective responsibilities of U of T and the host organization. Once this is completed the host organization can invoice CECCS for the agreed funding. Any monies not used to support the U of T student's compensation package will need to be returned at the end of the internship period with supporting documentation. Alternatively, the host organization can send the invoice at the end of the internship when full costs are known.

2. Can the funding be used for anything besides the U of T student's compensation? For example, staff time required to review applications and conduct interviews, or to pay for the intern's workstation/laptop?

No. CECCS can assist by collecting and reviewing applications to send you a short list of top candidates. We can also assist in the interview process, though ultimately the decision on who you hire will be up to you. The funding should only be used to pay the student's overall compensation package, including salary and benefits, EI deductions, vacation pay, WSIB, and for any required training.

3. What kind of supervision is required?

The host organization is responsible for providing suitable supervision to ensure the student gains a valuable work experience for future employment prospects. We encourage regular 1:1 supervisory meetings as well as broader team meetings to foster a supportive work community, provide mentorship and direction to accomplish project goals. The host organization must ensure the student understands relevant workplace policies related to work schedules, work locations, vacation, sick days, confidentiality and intellectual property, emergency preparedness, compliance with applicable provincial/federal human rights and employment legislation.

4. Can the student work on more than one project?

Yes, provided there is sufficient time and support for them to make a meaningful contribution to a sustainability challenge your organization is facing. In some instances, it might be better for them to focus on one project, or two closely related projects. Host organizations can submit more than one proposal, and we will consider funding multiple internship positions.

5. What needs to be included in the job posting?

Accepted host organizations must send an internship job posting for approval by CECCS before posting. The job posting should include an overview of your organization, expected duties and responsibilities, required skills and qualifications, reporting relationships, goal of the project/challenge, salary, work hours, work term (as early as May to beginning of the fall semester in early September, 2024), and application procedure. [A job posting template is available](#), but many details will be determined by the host organization. The hourly rate, for example, may be determined by your organization's standard pay range for entry level positions. You may also specify if you have preference for graduate students, senior undergraduates, or students from a specific discipline.



All job postings must indicate the internship is funded by the U of T Sustainability Summer Job Internship Program and that the successful candidate will need to submit a report to CECCS towards the end of the internship.

6. How are the internship positions advertised to U of T students?

Once your internship proposal and job posting has been approved by CECCS, and the legal document setting out mutual responsibilities has been signed, organizations must post the internship as an off-campus position on the University's [Career and Co-Curricular Learning Network \(CLNx\) platform](#). To do this, organizations will need to first [register as an employer/partner to create an account](#). Approval can take 2-3 business days before you can post your position. Once the position has been posted, you should provide CECCS with the Job ID number so we can advertise to our student networks.

Remember to set an application deadline that will allow sufficient time for the candidate selection process with your target start date in mind. Students start looking for summer positions early, so the earlier you post, the better your candidate pool will be.

7. How many internship positions will CECCS fund?

The total number of funded positions will depend on funds available. At least five full time positions will be funded, but funding may become available for additional positions.

8. What is required in the report the student must submit to CECCS at the end of the internship?

We will be in touch to provide the report form template around the mid-point of the internship. The student will be asked to provide details on their work, including any major outputs and outcomes, and what they learned. Supervisors are asked to review and sign off on the report and are given an opportunity to provide feedback. With permission, CECCS may use the information provided for reporting purposes, and for use in online and electronic media. The reports are due two weeks prior to the end of the internship.

9. Is it possible to extend the student internship beyond early September, or top up the student's hourly rate?

Changes, top-ups or extensions are possible but will be the responsibility of the host organization. Any extension must be negotiated between the host organization and the student.

For more information, please contact:

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